

# **CORPS OPERATIONS MANUAL**

## **Corps of Cadets**

**Texas A&M Maritime Academy  
Texas A&M University at Galveston**



**OFFICE OF THE COMMANDANT**

**Revised: August 2022**

<https://www.tamug.edu/corps/>

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The **Corps Operations Manual** is the foundation of who Corps members are and what they are endeavoring to become. It is about the Corps' mission, vision, priorities, and values. The Corps Operations Manual is at the very heart of the Corps' regimented lifestyle. Its carefully crafted policies, guidelines, standards, and rules are designed to support each Cadet's academic success, physical and mental well-being, and development as a leader. It includes information relevant to every Cadet, regardless of rank or class, regarding administration, operations, conduct, discipline, honor, scholastics, and Cadet-life. The Corps Operations Manual may be amended throughout the academic year via Superintendent's Statements on Policy, Commandant's Orders, or memorandum published by the Corps Commander in consultation with the Commandant.

The **Charlie Noble** is a pocket-size summary of information intended for Fish, but strongly encouraged for use by all Cadets.

The above documents are to be used in the instruction and operation of the Corps of Cadets. These documents are in addition to the Texas A&M University at Galveston Student Rules found at <https://www.tamug.edu/studentrules/>.

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## RECORD OF REVISIONS

Revision Description	Effective Date	Revision Number
First Edition Publication	08/28/2016	Rev: 0
<ul style="list-style-type: none"> <li>No revisions</li> </ul>		
Revision	09/14/2016	Rev: 1
<ul style="list-style-type: none"> <li>Correction of numbering of items for Article 1301</li> <li>Correction of numbering of items for Article 1401</li> <li>Added hyperlink to Article 1402.1</li> <li>Added Article 1403</li> </ul>		
Revision	10/31/2016	Rev: 2
<ul style="list-style-type: none"> <li>Article 1301.1.b revised to include reference to 33 CFR 95.020</li> </ul>		
Revision	01/20/2017	Rev: 3
<ul style="list-style-type: none"> <li>Article 203 revised</li> <li>Article 303 revised</li> <li>Article 304 revised</li> <li>Article 305 revised</li> <li>Article 306 revised</li> <li>Article 1404 added</li> </ul>		
Revision	02/12/2017	Rev: 4
<ul style="list-style-type: none"> <li>Article 404.2 added</li> <li>Article 404.3 added</li> <li>Article 407 added</li> <li>Article 906.2 revised</li> <li>Article 906.3 revised</li> <li>Article 906.3.a revised</li> <li>Article 906.3.a.i revised</li> <li>Article 906.3.a.ii revised</li> <li>Article 907.2.a revised</li> <li>Article 907.2.b revised</li> <li>Article 907.2.c revised</li> <li>Article 908.a revised</li> <li>Article 908.b revised</li> <li>Article 908.b.i revised</li> <li>Article 908.b.ii revised</li> <li>Article 908.2.b revised</li> <li>Article 908.2.c revised</li> <li>Article 908.2.d revised</li> <li>Article 908.2.f.i revised</li> <li>Article 908.g added</li> <li>Article 1001.2.b revised</li> <li>Article 1001.4 added</li> <li>Article 1101.1 revised</li> <li>Article 1101.1.a added</li> <li>Article 1101.5.a revised</li> <li>Article 1101.6.a revised</li> <li>Article 1101.6.a.i added</li> </ul>		

<ul style="list-style-type: none"> <li>Article 1103 added</li> <li>Article 1203.2.a removed</li> <li>Article 1401.4 revised</li> <li>Article 1501.b revised</li> </ul>		
Revision	09/07/2017	Rev: 5
<ul style="list-style-type: none"> <li>Corps Operations Manual statement revised</li> <li>Cadet Instructions Manual statement revised</li> <li>Charlie Noble statement revised</li> <li>Article 101 revised</li> <li>Article 105 revised</li> <li>Article 201 added</li> <li>Article 302 revised</li> <li>Article 303 revised</li> <li>Article 701.1 revised</li> <li>Article 901.6 revised</li> <li>Article 902.1.e revised</li> <li>Article 907.1 revised</li> <li>Article 1001.2.a revised</li> <li>Article 1001.2.c revised</li> <li>Chapter 11 revised order of articles; Corps Performance Review Board replaced with Corps Conduct Administrative Hearing</li> <li>Article 1202.1.g added</li> <li>Article 1203.4.d added</li> <li>Article 1601.2 revised</li> <li>Article 1901.1.a revised</li> <li>Article 1901.1.b revised</li> <li>Article 1908 revised</li> </ul>		
Revision	09/27/2017	Rev: 6
<ul style="list-style-type: none"> <li>Article 404 revised</li> <li>Chapter 13 and Chapter 14 have been consolidated into Chapter 12</li> </ul>		
Revision	09/29/2017	Rev: 7
<ul style="list-style-type: none"> <li>Superintendent's Statements on Policy Added</li> </ul>		
Revision	01/26/2018	Rev: 8
<ul style="list-style-type: none"> <li>Superintendent's Statements on Policy Added</li> <li>Article 907.1.c – General information regarding academic misconduct and the associated demerit schedule revised to reflect Academic Misconduct Descriptions from the Galveston Aggie Honor System Office.</li> </ul>		
Revision	02/19/2018	Rev: 9
<ul style="list-style-type: none"> <li>Superintendent's Statements on Policy Added</li> </ul>		
Revision	01/28/2020	Rev: 10
<ul style="list-style-type: none"> <li>Article 203 revised</li> </ul>		
Revision	10/14/2021	Rev: 11
<ul style="list-style-type: none"> <li>Explanation of Corps Operations Manual revised</li> <li>Cadet Instruction Manual deleted</li> <li>Charlie Noble statement revised</li> <li>Superintendent's Statements on Policy removed</li> <li>Article 101 revised</li> </ul>		

<ul style="list-style-type: none"> <li>• Article 102 revised</li> <li>• Article 104.3 revised</li> <li>• Article 106 – Merchant Mariner Oath added</li> <li>• Articles 107 &amp; 108 re-numbered</li> <li>• Article 108.3 contact information updated</li> <li>• Article 202 revised</li> <li>• Article 203 revised</li> <li>• Article 204 revised</li> <li>• Chapter 3 revised</li> <li>• Article 402 revised</li> <li>• Article 403 revised</li> <li>• Article 404 revised</li> <li>• Article 405 deleted</li> <li>• Article 502 revised</li> <li>• Article 504 revised</li> <li>• Article 506 deleted</li> <li>• Article 507 revised</li> <li>• Article 508 revised</li> <li>• Chapter 7 Uniforms removed to the Cadet Uniform Regulations</li> <li>• Chapter 7 replaced by Cadet Rooms</li> <li>• Article 703 revised</li> <li>• Article 801 revised</li> <li>• Article 802.1.i revised</li> <li>• Article 804 revised</li> <li>• Article 805.5.iii revised</li> <li>• Article 806 revised</li> <li>• Article 807 revised</li> <li>• Article 808 revised</li> <li>• Chapter 9 revised</li> <li>• Article 902 added</li> <li>• Article 1001 revised</li> <li>• Article 1002 revised</li> <li>• Article 1003 revised</li> <li>• Article 1201 revised</li> <li>• Article 1203 added</li> <li>• Article 1301 revised</li> <li>• Article 1402 revised</li> <li>• Article 1501 revised</li> <li>• Chapter 19 deleted</li> </ul>		
Revision	08/18/2022	Rev: 12
<ul style="list-style-type: none"> <li>• Article 201 revised – definition of Cadet updated to reflect CFRs</li> </ul>		



## **SUPERINTENDENT'S STATEMENTS ON POLICY**

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The Superintendent's Statements of Policy serve as clarifications, updates, or addendums to existing policy contained in the Corps Operations Manual. In some cases, the Superintendent's Statement of Policy may override or supersede a policy contained in the Corps Operations Manual.

Cadets who violate Statements of Policy shall be charged accordingly.

Superintendent's Statements on Policy	Effective Date

## CHAPTER 1 – WHO WE ARE AND WHAT WE HOLD TO BE IMPORTANT

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### ARTICLE 101 – MISSION AND PURPOSE STATEMENT

- 1) Texas A&M University at Galveston (TAMUG) is a special-purpose institution of higher education for undergraduate and graduate instruction in marine and maritime studies in science, engineering and business, and maritime officer education in leadership and ship operations and for research and public service related to the general field of marine resources. The institution is under the management and control of the Board of Regents of The Texas A&M University System, with degrees offered under the name and authority of Texas A&M University (TAMU).
- 2) The Texas A&M Maritime Academy (TAMMA) is one of only six state maritime academies in the United States. TAMMA is the only academy located in the Gulf of Mexico. The mission of the TAMMA is to provide the maritime industries of the State of Texas and the United States with highly educated, professional, and regimented maritime officers capable of serving aboard commercial or military vessels. To meet this mission, the TAMMA includes a Corps of Cadets.
- 3) The purpose and goal of the Texas A&M Maritime Academy Corps of Cadets is: ***To develop maritime leaders of character dedicated to serving the greater good.***

### ARTICLE 102 – PRIORITIES

- 1) Cultivate academic success.
- 2) Provide positive, challenging, values-based leadership development experience.
- 3) Maintain a highly specialized maritime training and education program.
- 4) Provide the maritime industries of the State of Texas and the United States with highly professional U.S. Coast Guard licensed Merchant and U.S. military officers to serve our maritime interests.

### ARTICLE 103 – CORE VALUES OF THE CORPS OF CADETS

- 1) The core values of Texas A&M University are the core values of the Corps of Cadets. They reflect what we hold to be important and guide our daily lives, especially our relationships with others. Our core values shape the environment in which we live, study, and develop our leadership.
  - a) **Excellence** (Set the bar)
    - i) “Excellence stems from a great sense of pride in who we are and what we believe in.” ~ *Dr. Robert Gates (Former Texas A&M President and Former Secretary of Defense)*
  - b) **Integrity** (Character is destiny)
    - i) “The Aggie Code of Honor which Aggies recite by heart: 'Aggies do not lie, cheat or steal nor tolerate those that do' shows what goes to the heart of being an Aggie.” ~ *Texas A&M Leadership*
  - c) **Leadership** (Follow me)
    - i) “The spirit of leadership is instilled in every student -- whether they go on to lead in the boardroom or in the backyard -- they have the values, the confidence and the experience to lead change in their world.” ~ *Texas A&M Leadership*

d) **Loyalty** (Acceptance forever)

- i) “*Per Unitatum Vis*. Through unity, strength.” ~ *Texas A&M University Corps of Cadets Motto*
- ii) “Loyalty and respect for tradition is about a sense of belonging to something greater than yourself. You're a part of a history of traditions...of a larger community.” ~ *Former Executive Vice President and Provost, Dr. David Prior*

e) **Respect** (We are the Aggies, the Aggies are we)

- i) “A&M students aren't just joining a university, they're joining a lifelong family that understands the value of loyalty, camaraderie, and unconditional support.” ~ *Texas A&M Leadership*

f) **Selfless Service** (How can I be of service?)

- i) “A&M encourages volunteerism, encourages being one of a thousand points of light, helping others ... and it comes naturally to Aggies.” ~ *Former U.S. President George H.W. Bush*
- ii) “Let future generations understand the burden and the blessings of freedom. Let them say we stood where duty required us to stand.” ~ *Former U.S. President George H.W. Bush*

ARTICLE 104 – AGGIE CODE OF HONOR

1) ***An Aggie does not lie, cheat or steal or tolerate those who do.***

2) Articles of the Aggie Code of Honor include:

a) ***Article I***

- i) A Cadet will not knowingly make any false statement, written or spoken.

b) ***Article II***

- i) A Cadet will not impart or receive any assistance, either outside or inside a classroom or places of instruction, which would tend to give any student an unfair advantage.

c) ***Article III***

- i) A Cadet will not take or receive any property of another person or persons, under any circumstances, without the specific authority of that person or persons.

d) ***Article IV***

- i) A Cadet will not use evasive statements or technicalities in order to shield guilt or defeat the ends of justice.

e) ***Article V***

- i) A Cadet will report to their Commander all known or suspected honor violations by any Cadet or Cadets.

3) While the camaraderie among Aggies is legendary and frequently life-long, friendship is never justification to violate the tenets of the Aggie Code of Honor. Similarly, the Aggie Code of Honor is never to be understood as a code only adhered to among Aggies. Rather, it is a code that all Aggies strive to live by in all associations and activities of their lives, not just when among other Aggies.

#### ARTICLE 105 – CADET OATH

- 1) “I do solemnly swear that I will obey all University regulations, the Corps Operations Manual, and the directives of my superior officers; that I will be diligent in my studies; that I will hold myself and my fellow Cadets to the Aggie Code of Honor; that I will remember that to be a member of the Corps of Cadets is a privilege which must be earned every day by my honorable actions; and that I will conduct myself in a manner that will reflect credit on the University and the Corps of Cadets.”
- 2) The Cadet Oath affirms and solidifies each Cadet’s commitment to the core values of the Texas A&M Maritime Academy Corps of Cadets and Texas A&M University at Galveston. It is a promise to oneself, in the presence of family, friends, the University community, and the entire Aggie family, to always strive to be the epitome of soldier, states person, and model citizen. The Cadet Oath challenges us to always dedicate ourselves as leaders of character in service of the greater good and to be a part of something bigger than ourselves – the Aggie Spirit.

#### ARTICLE 106 – MERCHANT MARINER OATH

- 1) “I do solemnly swear or affirm that I will faithfully and honestly, according to my best skill and judgment, and without concealment and reservation, perform all the duties required of me by the laws of the United States. I will faithfully and honestly carry out the lawful orders of my superior officers aboard a vessel.”

#### ARTICLE 107 – HAZING

- 1) It is imperative that every member of the Corps understands the University’s rule on hazing: It will not be tolerated nor should any Cadet participate in it.
  - a) Cadets should reference the following:
    - i) Student Rule 24 – Student Conduct Code
      - (1) [https://www.tamug.edu/studentrules/Student\\_Life\\_Rules/24\\_Student\\_Conduct\\_Code.htm](https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.htm)  
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    - ii) Hazing
      - (1) [https://www.tamug.edu/studentrules/Appendices1/Appendix\\_VI.html](https://www.tamug.edu/studentrules/Appendices1/Appendix_VI.html)

#### ARTICLE 108 – SEXUAL DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT & VIOLENCE

- 1) Pursuant to Title IX (20 U.S.C. Section 1681): “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”

Texas A&M University at Galveston provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University at Galveston will promptly investigate all complaints of illegal discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Additional information regarding TAMUG Title IX – Sexual Discrimination, Sexual Harassment, Sexual Assault & Violence can be found at <https://titleix.tamu.edu/>.

- a) Cadets should also reference the following:
  - i) Student Rule 24 – Student Conduct Code
    - (1) [https://www.tamug.edu/studentrules/Student\\_Life\\_Rules/24\\_Student\\_Conduct\\_Code.htm](https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.htm)  
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- ii) Investigation and Resolution of Complaints Against Texas A&M Students for Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and Related Retaliation (SSDDSR)

(1) [https://www.tamug.edu/studentrules/Student\\_Grievance\\_Procedures/47\\_Sexual\\_Harassment.html](https://www.tamug.edu/studentrules/Student_Grievance_Procedures/47_Sexual_Harassment.html)

- iii) Sexual Violence Protocol – Texas A&M University at Galveston

(1) [https://www.tamug.edu/studentrules/Appendices1/Appendix\\_XII.html](https://www.tamug.edu/studentrules/Appendices1/Appendix_XII.html)

2) Reporting an incident to a Designated University Official:

- a) Students, faculty, staff, third parties, and applicants for employment or admission should report incident(s) to the appropriate Designated Official below who handles alleged violations committed by students, faculty, staff, and third parties.

- i) **If the alleged offender is a Student or Student Employee**, the Designated University Official is Dr. Todd Sutherland, Assistant Vice President of Student Affairs, Texas A&M University at Galveston, Seibel Student Services Center #101G, Galveston, TX 77553, 409-740-4598, [TitleIXStudents@tamug.edu](mailto:TitleIXStudents@tamug.edu).

- ii) **If the alleged offender is a Faculty Employee or Graduate/Postdoctoral Student working in an academic area**, the Designated University Official is Dr. Blanca Lupiani, Associate Dean of Faculties, Texas A&M University, 108 YMCA Building, 1126 TAMU, College Station, TX 77843, 979-845-4274, [Dof@tamu.edu](mailto:Dof@tamu.edu).

- iii) **If the alleged offender is a Non-faculty Employee, Graduate /Postdoctoral Student working in a non-academic area**, or Unrelated Third Party, the Designated University Official is Jeff Boyer, Executive Director of Human Resources/Title IX Campus Coordinator, Texas A&M University at Galveston, Powell Marine Engineering Complex, Suite #123, Galveston, TX 77553, 409-740-4503, [TitleIXCoordinator@tamug.edu](mailto:TitleIXCoordinator@tamug.edu).

3) Title IX Coordinators:

- a) *Texas A&M University (Main Campus) Title IX Coordinator:*

- i) For reporting incidents or making inquiries regarding discrimination based on sex, you also may contact the TAMU Title IX Coordinator at (979) 458-8407 or via email at [civilrights@tamu.edu](mailto:civilrights@tamu.edu). The office address is Medical Sciences Library, Suite 007 | MS 1268 TAMU, 202 Olsen Blvd, College Station, TX 77843-4462. See the TAMU Title IX Website [titleix.tamu.edu](http://titleix.tamu.edu).

4) Sexual Harassment

- a) Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. Sexual harassment includes sexual violence, sexual assault, non-consensual sexual contact, sexual exploitation, and sex-based dating violence, domestic violence, and stalking.

5) Reporting Abuse or Neglect

- a) State law requires all persons having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect to immediately make a report (even if the belief is premised upon incomplete or dated information) to: any local or state law enforcement agency; the Department of Family and Protective Services (DFPS); the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or the agency designated by the court to be responsible for the protection of children. Further, all persons having cause to believe that an individual 65 years or older or a disabled person 18 years of age or older is in the state of abuse, neglect, or exploitation are required to notify the DFPS.
- b) To report abuse or neglect to DFPS, contact the Texas Abuse Hotline at (800) 252-5400 or visit [https://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](https://www.dfps.state.tx.us/Contact_Us/report_abuse.asp).

## **CHAPTER 2 – MEMBERSHIP IN THE CORPS OF CADETS**

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### **ARTICLE 201 – DEFINITION OF CADET**

- 1) For the purpose of inclusion in the Texas A&M Maritime Academy, A “Cadet” is defined as any individual who is a currently approved member of the Corps of Cadets regardless of program designation (i.e., License Option, Drill & Ceremonies, and NROTC).
- 2) A License Option cadet is a cadet who meets the definition of a cadet as defined in 46 CFR 310.1 (g) means cadet enrolled in the United States Maritime Service and in good standing at a State or Territorial or Regional maritime academy or college meeting the requirements of the 1958 Act.

### **ARTICLE 202 – GENERAL MEMBERSHIP INFORMATION**

- 1) Membership into the Corps of Cadets requires an individual receive an admission into Texas A&M University at Galveston and the Texas A&M Maritime Academy. The Commandant is responsible for final approval of memberships based on established standard operating procedures for the Office of the Commandant and the Texas A&M Maritime Academy Quality Standards System. In the case of License Option Cadets, final approval may require input from the Office of the Superintendent as well as respective academic departments.
- 2) All incoming new Cadets are assigned into their initial company at the start of O-Week. Company transfers must be approved by the Commandant. Assignment to Victor Company is discussed in Article 204.
- 3) All Cadets are required to live in Texas A&M Maritime Academy Hall until the conclusion of their senior year. Exemptions to this requirement are discussed in Article 204.
- 4) Active membership of a Cadet continues until they resign, are removed, or graduates.
- 5) Selection for membership and/or maintaining active membership into the Corps of Cadets requires an individual to:
  - a) Abide by all rules, policies and procedures of the Corps of Cadets and Texas A&M University at Galveston Student Rules.
  - b) Attend all drill periods, practical training, watch duties/watch hours, ceremonies, and formations unless properly excused.
  - c) Full time enrollment at Texas A&M University at Galveston.
  - d) Complete a residence hall contract and live on-campus.
    - i) This does not apply to current Cadets, who:
      - (1) Have met the off-campus housing requirements for the Corps as identified in Article 204 below and/or;
      - (2) Have been awarded the privilege of membership in Victor Company as described in Article 204.
  - e) Agree to release any information from the Office of Community Standards (including but not limited to academic misconduct and student conduct), the Office of the Commandant, and/or the Office of the Superintendent.

- f) Agree to random room inspections during the academic week (Monday through Friday) between the hours of 0700-1700, per Article 801.
- g) Agree to participate in the random drug testing program.
- h) Agree to complete all outstanding demerits, restricted weekends, or extra duty by the deadline and no later than the last class day of the semester.
- i) All License Option Cadets must spend a minimum of three (3) years in the Texas A&M Maritime Academy at Texas A&M University at Galveston in order to receive their license in accordance with 46 CFR 310.
  - i) Cadets who transfer from another academy, regardless of the time spent at previous academy, are required to complete 36 hours of 300/400 level courses in order to be eligible to be awarded a Texas A&M University degree.

#### ARTICLE 203 – CLASS SYSTEM

- 1) All new incoming Cadets begin as a Fish (Cadet 4th Class) in the Corps, regardless of graduate or transfer status.
  - a) At the completion of the Spring semester:
    - i) Cadets on an accelerated graduation program may submit a *Cadet Request to Reclassify* form available from the Office of the Commandant. If approved, these cadets will be reclassified to reflect their anticipated graduation date and progress through their selected program.
    - ii) License Options cadets should note that a minimum of three years are required within the Maritime Academy in accordance with 46 CFR 310. Reclassification for License Option cadets will be based on number of Sea Terms completed in combination with their graduation date.
- 2) Cadet privileges are based upon the class to which an individual Cadet is assigned.
- 3) The Cadet Class System works to develop leaders based on the Corps Leadership Development Model. Cadets learn to develop themselves, others, teams and organizations. As a cadet progresses through the Corps of Cadets they are expected to meet the below markers.
- 4) The Cadet class system is as follows:
  - a) **Cadet 1<sup>st</sup> Class (1/C; Senior):** Seniors hold the title of Cadet 1<sup>st</sup> Class as deemed appropriate by the Office of the Commandant through natural progression through the program or reclassification.
    - i) In the Corps Leadership Development Model, seniors will focus on developing organizations with inspiring as the primary leadership objective.
      - (1) Goals will include organizational goals, leaving a legacy, and establishing goals and priorities.
      - (2) Leadership development will include developing new developers, integrating teams, organizational effectiveness, and exemplary followership.



- (3) Character development will include organizational accountability, organizational ethics and alignment, organizational culture and climate, and model culture.
  - (4) Career readiness will include exemplify competencies, hone professional skills, apply for employment, and apply for career advancement (i.e., graduate school, fellowship).
- b) **2<sup>nd</sup> Class (2/C; Junior):** Juniors hold the title of Cadet 2<sup>nd</sup> Class as deemed appropriate by the Office of the Commandant through natural progression through the program or reclassification.
  - i) In the Corps Leadership Development Model, juniors will focus on developing teams with mentoring as the primary leadership objective.
    - (1) Goals will include team goals, leading teams, and team dynamics.
    - (2) Leadership development will include developing new leaders, enforcing standards, interpersonal accountability, and dynamic followership.
    - (3) Character development will include team accountability, cultivating ethical norms, enforcing ethical standards, and model behaviors.
    - (4) Career readiness will include enforcing competencies, narrow interests, broaden professional network, and complete experiential study (i.e., internship, study abroad).
- c) **3<sup>rd</sup> Class (3/C; Sophomore):** Sophomores hold the title of Cadet 3<sup>rd</sup> Class as deemed appropriate by the Office of the Commandant through natural progression through the program or reclassification.
  - i) In the Corps Leadership Development Model, sophomores will focus on developing others with coaching as the primary leadership objective.
    - (1) Goals will include leadership goals, leadership philosophy, and helping others reach goals.
    - (2) Leadership development will include learning to lead, developmental orientation, modeling growth mindset, and engaged followership.
    - (3) Character development will include holding others accountable, instilling core values, behavioral ethics, and model skills.
    - (4) Career readiness will include developing competencies, pursue interests, and explore experiential options (i.e., internship, study abroad).
- d) **4<sup>th</sup> Class (4/C; Fish/Freshman/First Year):** Freshmen hold the title of Cadet 4<sup>th</sup> Class as deemed appropriate by the Office of the Commandant.
  - i) In the Corps Leadership Development Model, freshmen will focus on developing self with learning as the primary leadership objective.
    - (1) Goals will include personal goals, time management, and commitment to success.
    - (2) Leadership development will include preparing to lead, peer leadership, creating a growth mindset, and committed followership.

- (3) Character development will include self-accountability, recognizing their own attitude and effort, and learning and maintaining the honor code and core values.
- (4) Career readiness will include exploring learning competencies, draft initial resume, explore career interests, and professional online presence.

#### ARTICLE 204 – OFF-CAMPUS HOUSING, VICTOR COMPANY ASSIGNMENT, DAY CADET

##### 1) Off-Campus Housing

- a) Off-campus housing is available only to Cadets who have met one of the following **prior to admission into Texas A&M University at Galveston and the Texas A&M Maritime Academy:**
  - i) Married and/or residing with dependents in the Galveston County area; or
  - ii) 25 years of age or older prior to the first day of class for the semester of entry.
- b) Off-campus housing may be granted by the Commandant to those individuals who are veterans or prior service.
  - i) A veteran is defined as “a person who served in the active military service and who officially separated with either an honorable discharge or general discharge under honorable conditions.”
  - ii) Prior service is a designation given to those individuals who (a) served in the Reserves or in the National Guard, (b) does not have any active duty service, (c) has completed service requirements, and (d) has officially separated with either an honorable discharge or general discharge under honorable conditions.
  - iii) A veteran or prior service Cadet seeking consideration from the Commandant for off-campus housing must submit a written request to reside off-campus must be submitted to the Commandant prior to the start of O-Week and must include the Cadet’s DD-214 Member 4 (or Copy 4) and proof of housing (i.e., copy of signed lease with the Cadet identified as a resident; proof of ownership of home; etc.). Upon receipt of the written request, the Commandant will review the documentation presented and render a decision, which is considered final.
- c) The Commandant will review individual requests for off-campus housing and may make recommendations to the Director of Campus Living & Learning. The decision for off-campus housing will be made by the Director of Campus Living & Learning and is considered final.

##### 2) Victor Company Assignment and Day-Cadets

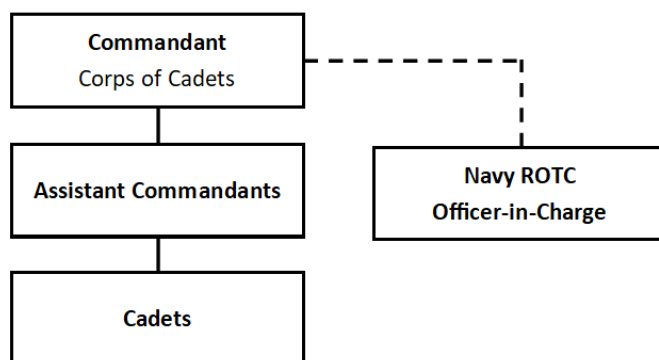
- a) Residing off-campus does not automatically result in automatic assignment into Victor Company.
  - i) Victor Company is considered a special unit of the Corps of Cadets. Therefore, assignment into Victor Company is a privilege awarded by the Commandant.
- b) At the start of O-Week, all incoming Cadets residing off-campus are initially designated as a Day-Cadet and are assigned to a standard Corps company (i.e., Company A, Company B, etc.). Cadets who are veterans or prior service members are exempted from this section and may be assigned to Victor Company for the first semester of attendance.

- (1) A Day-Cadet is an official member of the assigned initial company.
- (2) All Day-Cadets are included in the Company roster for the initial unit and will participate/engage accordingly under the direction of the Company Commander of the initial unit. This includes:
  - (a) Attendance at all required formations and morning activities unless excused via an approved military letter.
  - (b) Participation in Corps activities and/or Company activities as required unless excused via an approved military letter.
- c) After final grades post for the first semester, a Day-Cadet may submit a written request to the Commandant for consideration of assignment into Victor Company.
  - i) The Commandant will review the academic, conduct, and discipline records of the Day-Cadet to determine if the Day-Cadet has earned the privilege for entry into Victor Company. The Commandant's review may also include input from the Assistant Commandants and the Company Commander of the initial company.
  - ii) If the Commandant is satisfied the Day-Cadet has demonstrated strong academic success and does not have any major conduct infractions (or excessive demerits), the Commandant will then summon the Company Commander of the initial unit and the Victor Company Commander.
    - (1) A Day-Cadet granted the privilege of assignment into Victor Company is:
      - (a) Classified as Cadet (sheds the title "Day-Cadet") and
      - (b) Awarded the privilege attending morning formations as directed.
    - iii) If the Day-Cadet has not demonstrated strong academic success or has major infractions (or excessive demerits), then they will remain in their initial company as a Day-Cadet for the following semester.
      - (1) The Day-Cadet may submit a new request for consideration upon completion of the additional semester in their initial company.
    - iv) The Commandant can revoke a Cadet's privilege of assignment into Victor Company as a result of poor academic performance and/or Cadet/student conduct.
      - (1) When the privilege is revoked, the Cadet will be returned to Day-Cadet status with their initial company and shall remain in such assignment for the following two (2) full semesters.
        - (a) After completing the two (2) full semesters, the Day-Cadet may submit a new request for consideration.
  - d) Day-Cadet status will not be approved for any Cadet living on-campus.
  - 3) All Cadets living off-campus are subject to the rules, policies, and procedures in the Corps Operations Manual and Texas A&M University at Galveston Student Rules.

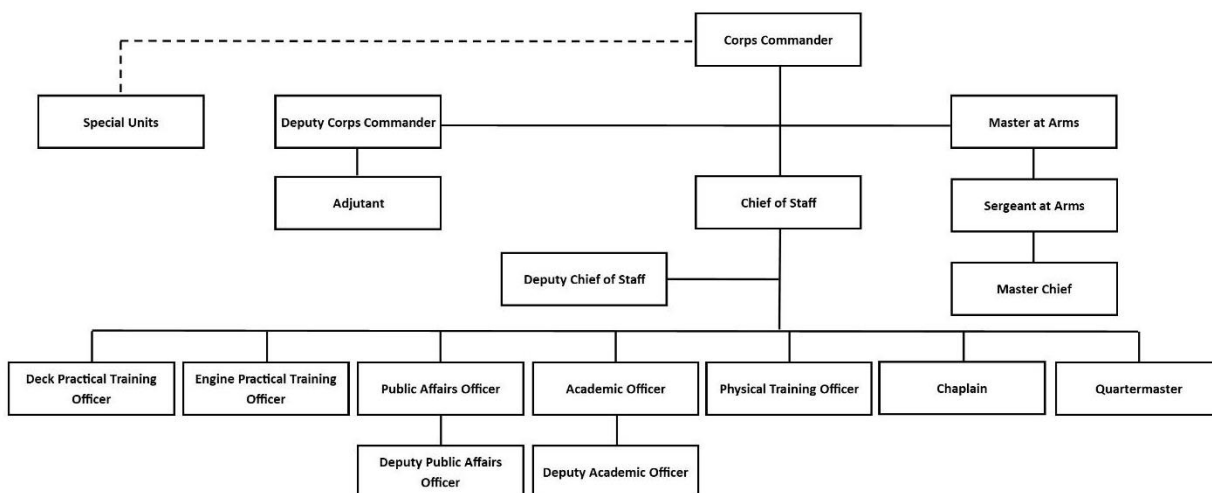
## CHAPTER 3 – ORGANIZATION OF THE CORPS OF CADETS

### ARTICLE 301 – CHAIN OF COMMAND

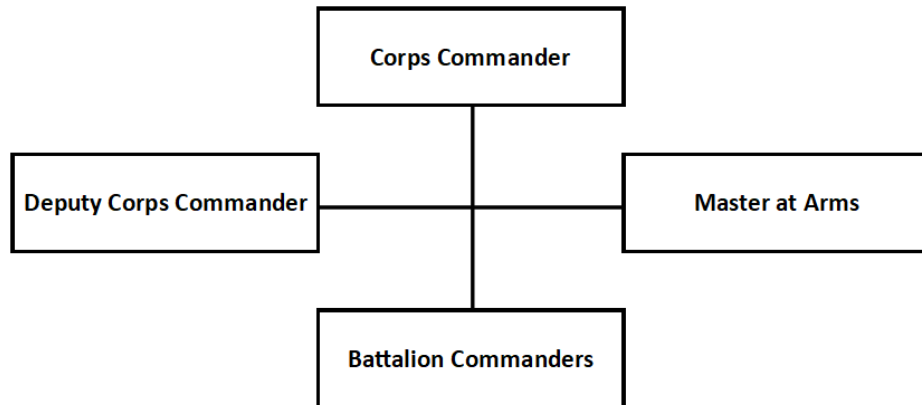
- 1) The Chain of Command is the system used to ensure that each individual receives instructions for a particular task from only one supervisor. It is an authority and accountability chain from the highest office or position within the chain to the lowest element. The Chain of Command assists commanders at all levels to achieve their primary function of accomplishing the organization or unit's assigned mission while caring for personnel and property in their charge. The Chain of Command provides proper avenues of communication. It allows for members to give and receive information. When used properly, it is both simple and effective. The Chain of Command varies based on the command involved. All orders and instructions should be in through the Chain of Command. A person or unit can only have one immediate commander who issues orders and provides instructions. Using the Chain of Command, an individual commander may limit the number of personnel who are directly supervised.
- 2) Chain of Command at the Office of the Commandant level:



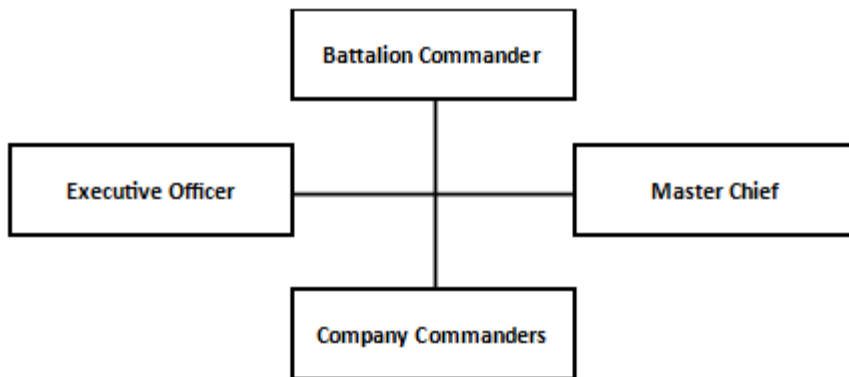
- 3) Chain of Command at Corps Staff level:



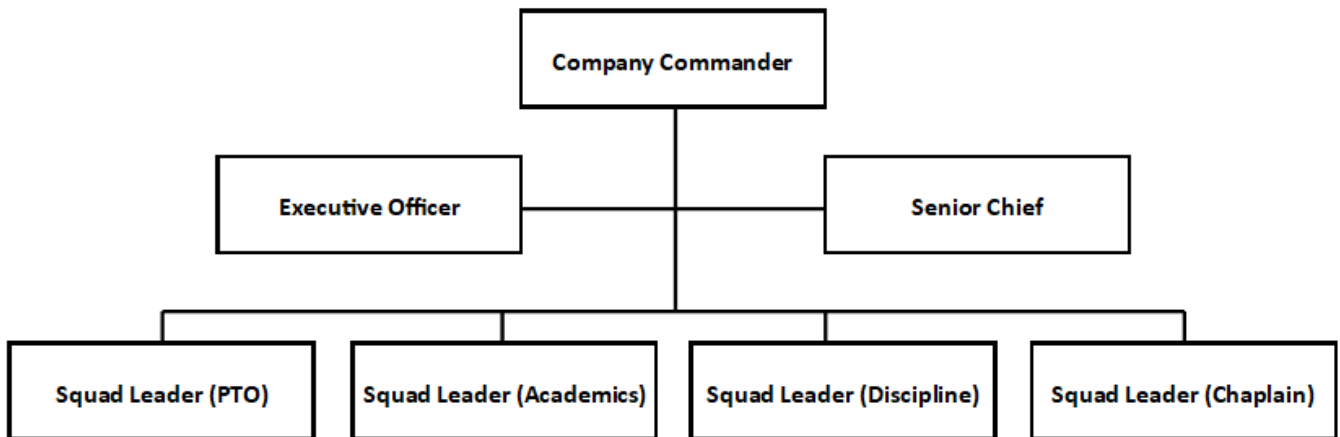
4) Chain of Command at the Corps level:



5) Chain of Command at Major Unit (Battalion) level:



6) Chain of Command at the Company level:



## ARTICLE 302 – PROFESSIONAL STAFF POSITIONS AND POSITION DESCRIPTIONS

- 1) Superintendent
  - a) The Superintendent of Texas A&M Maritime Academy (TAMMA) oversees all professional, Standards Training Certification and Watch keeping (STCW) training of TAMMA. The Superintendent ensures that Cadets meet all license requirements for U.S. Coast Guard (USCG) Third Mate and Third Assistant Engineer, and the requirements to commission as an officer in the U.S. Navy or U.S. Navy Reserves. The Superintendent also provides liaison between various components within the University and the various federal agencies that have responsibility over the maritime academies (i.e., U.S. Maritime Administration, U.S. Coast Guard and U.S. Navy). The Superintendent also represents TAMMA to other state and federal maritime academies.
- 2) Deputy Superintendent
  - a) The Deputy Superintendent of Texas A&M Maritime Academy assists the Superintendent in the operations of the Maritime Academy, specifically, ship operations, non-academic licensing requirements, and may act as the Superintendents delegate as directed.
- 3) Director for Administration and Operations
  - a) Responsible to the Deputy Superintendent for the planning and execution of Commercial Cruise to include seeking out billets, gathering evaluations of eligible cadets, and matching the two. Also oversees the day-to-day operations for non-academic licensing through tracking sea time and maintenance and watchkeeping days, and as a liaison to the National Maritime Center (NMC). The Director may act as the Deputy Superintendent's delegate as directed.
- 4) Commandant of the Corps of Cadets
  - a) Responsible to the Superintendent for the overall operations and plans of the Corps of Cadets. Responsible for developing persons of character to provide values-based leadership for both the merchant marine and military services. Oversees all aspects of Cadet Life to include organization and operation of the Corps, academics, leadership/training assignments, discipline, housing, uniform regulations, awards and decorations, and Corps formal events. The Commandant is the immediate supervisor of the Assistant Commandants and the Corps Commander.
- 5) Assistant Commandants
  - a) Responsible to the Commandant concerning the day to day activities of the Corps. Directs the training of the Color Guard, Cadet Drill Team, and the Drill and Ceremony activities of the Corps. Directs the logistics and housing requirements of the Corps and may be assigned to oversee a specific major unit/battalion. May also serve as an advisor to a special unit within the Corps and/or a University-recognized student organization.
- 6) Navy ROTC Officer-In-Charge
  - a) Responsible operationally to the Commandant of Cadets as the NROTC unit is a special unit of the Corps of Cadets, but administratively responsible to the ...

7) Master of the Vessel

- a) Responsible to the Superintendent for the safe and efficient operations of the Training Vessel. The Master oversees all aspects of the ship operations. All members of the crew answer to the Master and underway the Master is responsible for the safety of everyone onboard. The Master sets up the ship's watch and practical training schedule and oversees budgeting and planning. The Master is responsible for conducting Captain's Mast for those Cadets who are not meeting standards.

8) Chief Mate

- a) Responsible to the Captain for daily ship operations to include planning upkeep and maintenance of deck spaces on the Training Vessel. Oversees all maintenance in conjunction with the Chief Engineer and First Assistant Engineer.

9) Chief Engineer

- a) Responsible for all Engineering aspects of the ship. Responsible to the Master of the Vessel and the Superintendent for safe and efficient operation of the Training Vessel Engineering Department.

ARTICLE 303 – CADET POSITIONS AND POSITION DESCRIPTIONS

1) Corps Staff

a) Corps Commander

- i) The Corps Commander is the senior Cadet in the Corps and commands the Corps of Cadets. The Corps Commander is responsible to the Commandant for all Corps programs and Cadets. Command responsibilities begin at the end of the first pass of Final Review of the junior year and ends after the first pass of Final Review of the senior year. Primary duties include:
  - (1) Organize and supervise the Corps in all matters related to discipline, military smartness, welfare, moral, and training. The Corps Commander is also responsible for coordination of the daily routine, and publishing the Plan of the Week during the academic year.
  - (2) Responsible to the Commandant. Accordingly, the Corps Commander must be familiar with and support the rules of Texas A&M University at Galveston and the Texas A&M Maritime Academy instructions. Render advice and participate in the administration of these rules and instructions.
  - (3) Direct and be assisted by the Corps Staff in carrying out the daily routine of the Cadet Corps. The Corps Staff officers are the direct representatives of the Corps Commander and assist in all matters relating to the organization and administration of the Cadet Corps. They are assigned specific areas of responsibility for the operation of the Cadet Corps.
- ii) The Corps Commander may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for ensuring standards are met and rules followed by every member of the command. The Corps Commander is responsible for ensuring companies comply with all Corps and University rules; ensures proper risk assessments of organization activities; is accountable to the Chief of Staff; supervises subordinate commanders, staff officers, and the Master Chief Petty Officer of the Corps.
- iii) The Corps Commander will wear the rank of Cadet Captain.

b) Deputy Corps Commander

- i) The Deputy Corps Commander assists with Corps programs and Cadets as directed by the Corps Commander; may temporarily assume the duties, responsibilities and authority of the Corps Commander in their absence so as to ensure the commander's rules are followed and their plans are executed to standard; and manages and coordinates staff and operations as directed by the Corps Commander. The DCC is accountable to the Corps Commander.
- ii) The Deputy Corps Commander will wear the rank of Cadet Commander

c) Corps Adjutant

- i) The Corps Adjutant assists the Corps Commander and Deputy Corps Commander with all administrative duties as directed. The Adjutant works closely with the Commandant's Office, Deck/Engine Practical Training Officers and the Master of the Training Vessel to ensure equitable watchbills are developed for both deck and engine license option cadets. The Adjutant develops Corps policy under the direction of the Corps Commander, Deputy Corps Commander, and/or Office of the Commandant.
- ii) The Adjutant will wear the rank of Cadet Commander.

d) Corps Master at Arms

- i) The Corps Master-at-Arms (MAA) is responsible for maintaining the good order and discipline of the Corps. When, for any reason, the Corps Commander and Deputy Corps Commander are absent or unable to fulfill their duties, the Corps Master-at-Arms shall assume command. The MAA responsibilities include:
  - (1) Coordinates the supervision of Restricted Weekends. Ensures a line staff cadet is supervising each weekend.
  - (2) Ensure proper instruction on wear of uniforms and execution of drill and ceremonies training.
  - (3) Monitor attendance during morning formation and other special Corps-wide events.
  - (4) Act as a liaison between Company Staff and upper staff.
  - (5) Mediate disputes between members of the chain of command.
  - (6) The Master at Arms will wear the rank of Cadet Commander.

e) Corps Sergeant at Arms

- i) The Corps Sergeant-at-Arms (SAA) is responsible for assisting the Master-at-Arms in the performance of their duties.
  - (1) Act as a liaison between the Master at Arms and the company discipline officers.
  - (2) Monitor weekly room, drill, and uniform inspections to ensure consistency between each company and adherence to published policy.
- ii) The Sergeant at Arms will wear the rank of Cadet Lieutenant Commander.



f) Corps Master Chief

- i) The Corps Master Chief (CMC) is responsible for assisting the Master-at-Arms and Sergeant-at-Arms in the performance of their duties.

- (1) Ensure CorpsApps is properly functioning and provide a list of cadets, once per week, of cadets meeting the requirements for mast.

- ii) The Corps Master Chief will wear the rank of Cadet Lieutenant.

g) Corps Chief of Staff

- i) The Corps Chief of Staff assists the Corps Commander and Deputy Corps Commander in the day-to-day operations of the Corps. The Chief of Staff is responsible for publishing the Plan of the Week and ensuring that instruction from the Commandant's Staff and Corps Commander is carried out by Corps Cadet Staff.

- ii) The Chief of Staff will wear the rank of Cadet Commander.

h) Corps Deputy Chief of Staff

- i) The Deputy Chief of Staff assists the Chief of Staff in the management of the Corps Staff through instruction and supervision of their assigned duties.

- ii) The Deputy Chief of Staff will wear the rank of Cadet Lieutenant Commander.

i) Corps Academic Officer

- i) The Academic Officer is responsible for developing and implementing an academic success plan for the Cadet Corps. Duties may include:

- (1) Ensure that academic success is the top priority of the Corps leadership and individual Cadets.

- (2) Supervises the carrying out of Company Call to Quarters

- (3) Work closely with Company Academic Officers in identifying Cadets in need of academic help.

- ii) The Corps Academic Officer will wear the rank of Cadet Lieutenant.

j) Corps Deputy Academic Officer

- i) The Deputy Academic Officer assists the Academic Officer in their duties as assigned.

- ii) The Corps Academic Officer will wear the rank of Cadet Lieutenant Junior Grade.

k) Corps Deck Training Officer/Engine Training Officer

- i) The DTO/ETO are responsible to the Corps Commander for proper information on ZOPT 100 and the Training Ship Captain and Chief Engineer, respectively, for the Watch Bill. Specific duties and responsibilities are:
  - (1) Work with the Assistant Commandant and instructional section leaders to schedule ZOPT 100 Corps Activity.
  - (2) The DTO/ETO is responsible for the Watch Bill and works with the Training Ship Captain and Chief Engineer to handle any changes to the Watch Bill.
  - (3) The DTO/ETO is responsible for organizing practical training for license option cadets.
  - (4) Perform other duties as may be directed by the Deputy Superintendent, Corps Commander, or Deputy Corps Commander.
- ii) The Deck Training Officer/Engine Training Officer will wear the rank of Cadet Lieutenant Commander.

l) Corps Public Affairs Officer

- i) Responsible to the Corps Commander and Superintendent's Office in handling public information issues involving TAMMA.
  - (1) Coordinate tour guides for authorized Corps events.
  - (2) Support the Student Relations Office in new student recruiting initiatives.
  - (3) Work with Marketing and Communication (MARCOM) to distribute documents and social media information related to Corps of Cadets.
  - (4) Work with Sea Aggie Former Student Network (SAFSN) Campus Liaison to distribute documents and social media information related to Corps of Cadets.
- ii) The Corps Public Affairs Officer will wear the rank of Cadet Lieutenant.

m) Corps Deputy Public Affairs Officer

- i) The Deputy Public Affairs Officer will assist the Public Affairs Officer in their duties as assigned.
- ii) The Corps Public Affairs Officer will wear the rank of Cadet Lieutenant Junior Grade.

n) Corps Chaplain

- i) The Chaplain is responsible for the morale, welfare, and well-being of all Cadets. Additionally, Chaplain provides support to Cadets by serving as a resource for locations of worship facilities and services as well as volunteer opportunities for the campus community and the local area.

- (1) Assists in referring Cadets to professional staff on campus.

- (2) Assist and participates in appropriate religious activities.

- (3) If trained in first aid and basic life-saving skills, the Chaplain may assist with general first-aid and health issues.

- (4) Coordinate with the Seafarers Center and other local volunteer groups for public outreach.

- ii) The Corps Chaplain will wear the rank of Cadet Lieutenant.

o) Corps Quartermaster

- i) The Quartermaster is responsible for maintaining the uniform hold located within TAMMAH.

- ii) The Corps Quartermaster will wear the rank of Cadet Lieutenant Junior Grade.

p) Corps Physical Training Officer

- i) The Physical Training Officer is responsible for the development and management of the Corps Physical Fitness program.

- ii) The Corps Physical Training Officer will wear the rank of Cadet Lieutenant.

q) NROTC Commander

- i) NROTC Midshipmen are members of the TAMMA Corps and are integrated into Corps companies but have unique ranking and administrative requirements in preparing for Navy commissions. The NROTC Commander will provide leadership of the NROTC Midshipmen when they act as a special unit for special activities and training. The NROTC Commander's duties include:

- (1) Liaison with the Naval Science Department, Corps Commander and Corps Operations Officer on the special activities and operations of the NROTC Midshipmen. Supervise the NROTC Midshipmen anytime they are functioning as a company independent of the TAMMA Corps.

- (2) In regard to integration of the NROTC unit into the Corps of Cadets, the NROTC Commander will act as a special unit commander with significant autonomy in the conduct of operations. However, the individual will not directly contradict policy established within the Corps Operations Manual without approval of the Commandant or their delegate.

r) Drill Team Commander

- i) The Drill Team Commander is responsible for the team and coordinates training, practices and event participation. The Drill Team is an extracurricular activity and functions as a university sponsored organization. Members of the team remain members of their Corps companies and platoons.
- ii) The Drill Team Commander will wear the rank of Cadet Lieutenant Commander.

s) Hearn Honor Guard Commander

- i) The Hearn Honor Guard Commander is responsible for the honor guard and coordinates training and events. The Hearn Honor Guard is an extracurricular activity and functions as a university sponsored organization. Members of the team remain members of their Corps companies and platoons.
- ii) The Hearn Honor Guard Commander will wear the rank of Cadet Lieutenant Commander.

2) Battalion Staff

a) Battalion Commander

- i) The Battalion Commander is responsible for reporting to the Corps Commander and Deputy Corps Commander. Primary responsibilities of the Battalion Commander include:
  - (1) Oversees implementation of the Commandant's and Corps Commander's policies at the battalion level. Battalion commanders are responsible for coordinating activities and communication between companies under their jurisdiction.
  - (2) Mentors and trains Company Commanders on their daily responsibilities.
  - (3) Battalion Commanders have the autonomy and discretion to establish policy as allowed by the Corps Commander.
  - (4) Submit weekly formation attendance reports.
  - (5) Responsible for coordinating with the Master at Arms in ensuring the implementation of various discipline, uniform, and inspection policies.
  - (6) Act as a mediator and liaison between Company Staff and Corps Staff.
- ii) Battalion Commanders will wear the rank of Cadet Commander.

b) Battalion Executive Officer

- i) Battalion Executive Officers will assist Battalion Commanders in the execution of their assigned duties.
- ii) Battalion Executive Officers will wear the rank of Cadet Lieutenant Commander.

### 3) Company Staff

#### a) Company Commander

- i) The Company Commander is the senior Cadet responsible for all company programs and activities. Command responsibilities begin at the end of the first pass at Final Review of the junior year and end after the first pass of Final Review of the Senior Year. Company Commanders will retain responsibilities throughout the closure of the residence halls at the end of the year. Commanders may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for meeting the standards.
- ii) Ensure proper appearance of Cadets in their Company by conducting uniform and room inspections as required.
- iii) Assess personal, disciplinary and academic issues and problems that affect Cadets of the company. Work with individual Cadets on appropriate remedies, including referral to others for assistance.
- iv) Report to the Battalion Commander and shall follow additional direction as may be assigned from the Corps Commander, Deputy Corps Commander, Battalion Commander, or Corps Master at Arms.
- v) The Company Commander also has responsibilities under the Office of Campus Living & Learning including Quarterdeck duty and regular rounds of TAMMA Hall during their duty period.
- vi) Company Commanders will wear the rank of Cadet Lieutenant Commander.

#### b) Company Executive Officer (XO)

- i) The Company Executive Officer assists with company programs and Cadets as directed by the Company Commander; temporarily assumes the duties, responsibilities and authority of the Company Commander in their absence so as to ensure the commander's rules are followed and their plans are executed to standard; and manages and coordinates staff and operations as directed by the Commander. The XO is accountable to the Company Commander and the Corps Adjutant for the efficient operation of the Watch Bill.
  - (1) The executive officer is also responsible for assisting the Corps Quartermaster in the record keeping, recommendation, and approval of awards.
- ii) Company Executive Officer will wear the rank of Cadet Lieutenant.

#### c) Company Senior Chief

- i) Senior ranking Cadet in the company, supervises company activities and ensures company complies with all Corps and University rules as directed by Company Commander. Ensures proper risk assessments of organization activities. Accountable to the Company Commander. Each Company Senior Chief is also responsible for reporting to the Battalion Master Chief.
- ii) The Company Senior Chief will wear the rank of Cadet Senior Chief.

d) Squad Leaders

- i) Supervises all squad activities and Cadets and ensures compliance with all Corps and University rules as directed by the Company Commander, Executive Officer, and Senior Chief Petty Officer. Executes those directions in the management of the Cadets in their squad. Accountable to the Company Commander.
- ii) The Squad Leader will wear the rank of Cadet Chief Petty Officer.

e) Company Chaplain

- i) A squad leader assigned to assist the Corps Chaplain in providing for Cadet's spiritual needs and ensuring access and transportation to the religious facility of their choice. Works with the Commander and assists Cadets with problems; by referring them to the professional staff on campus.

f) Company Physical Training Officer (PTO)

- i) A squad leader designated to supervise and lead the Company's Physical Training program and keeps records of how each Cadet in the Company is performing. Responsible to the Company Commander to organize at least one (1) PT Test a semester and record the information in CorpsApps.
- ii) The PTO is also responsible for ensuring the health and safety of all Cadets participating in physical training.
- iii) The PTO must be trained in first-aid and basic life-saving skills including the use of an AED.
- iv) The PT officer will wear the rank of Cadet Chief Petty Officer.

g) Guidon Bearer

- i) This 4/C Cadet carries the company guidon. Ensures the company's guidon is present at required formations and other appropriate activities. Accountable to the Senior Chief Petty Officer.
- ii) The guidon bearer will be selected by the Company Commander.

**ARTICLE 304 – CADET KEY SENIOR LEADERSHIP SELECTION**

- 1) There are seven (7) Cadet Key Senior Leader positions, or "Castles"; Corps Commander, Deputy Corps Commander, Master at Arms, Adjutant, Chief of Staff, and two Battalion Commanders.
- 2) Selection of Cadet Key Senior Leaders begins with selection of the Corps Commander and Deputy Corps Commander.
  - a) Each spring semester, no earlier than the first class day and no later than the last day of the second week of semester, the Office of the Commandant will make available the application for Corps Commander and Deputy Corps Commander. The deadline to submit a completed application shall be identified on the application. The application deadline may be extended by the Commandant if such need arises. Applications received after the due date and time will not be accepted or considered regardless of the applicant's qualifications.

- i) The application is available to all rising seniors (current juniors who will be seniors the following academic year) who meet the minimum requirements including:
  - (1) Have a minimum term GPR of 2.80 for the preceding fall semester.
  - (2) Have a minimum cumulative GPR of 2.80 at the time of application submission.
  - (3) Be in good standing status with the Corps of Cadets and Texas A&M University at Galveston.
- ii) The Commandant may accept applications, with approval from the Superintendent, from rising juniors (current sophomores who will be juniors the following academic year) if there is not a significant pool of rising senior applicants.
- iii) The Commandant may lower the minimum term GPR and/or minimum cumulative GPR if there is not a significant pool of rising seniors and/or rising juniors.
- b) Immediately following the application deadline, each application packet will be assembled and applicant names will be entered alphabetically by last name into a candidate matrix.
  - i) The candidate matrix will include assessments focused on the candidate's application responses and supporting documents.
    - (1) The candidate matrix will also be utilized during the interview phase.
- c) The Commandant will then assemble the selection committee, which is comprised of the following:
  - i) Assistant Vice President for Student Affairs
  - ii) Assistant Commandants
  - iii) The current Corps Commander
  - iv) The current Deputy Corps Commander
  - v) The NROTC Officer in Charge or their designee.
  - vi) One (1) representative from Corps Housing
  - vii) One (1) representative (faculty/staff) from the Texas A&M Maritime Academy
  - viii) The Commandant will serve as the non-voting chair.
- 3) Application packets will be distributed to each member of the selection committee. Each member will review each application packet independently and record the initial assessment scores on the candidate matrix.
  - a) The deadline for committee members to complete their initial assessment of all candidates will be established by the Commandant.
    - i) Each committee member will submit their completed candidate matrix to the Commandant so that scores can be totaled.

- (1) The total scores from the initial assessment will then be shared with the committee members in order to identify those candidates who will proceed to the interview phase.
    - (a) The Office of the Commandant will schedule the interviews.
    - (b) Those candidates not advancing to the interview phase will be notified in writing by the Commandant.
- 4) On the date of interview, each candidate will be given a specified amount of time to answer pre-determined questions from select members of the committee.
  - a) Each committee member will record their assessment of the candidate's interview onto the candidate matrix.
  - b) After all interviews have concluded, all committee members will submit their completed candidate matrix to the Commandant, who will generate total scores for each candidate.
    - i) The scores will then be ranked from highest to lowest in order to determine the candidates to be recommended as the Corps Commander and Deputy Corps Commander.
      - (a) The committee's recommendations are final and are not subject to appeal. The recommendation will be shared by the Commandant to the Superintendent prior to notifying the final candidates and announcing the information to the campus community.
        1. The newly selected Corps Commander and Deputy Corps Commander will affirm their commitment to maintain "in good standing" status with the University and the Corps as well as affirm their commitment to maintain a 2.80 term GPR for the semester of selection and a cumulative 2.80 GPR upon completion of the academic year of selection.
- 5) After the candidates for Corps Commander and Deputy Corps Commander have been selected, the Office of the Commandant will then release the application for Master at Arms, Chief of Staff, Adjutant, and the two Battalion Commanders.
  - a) The above process will be utilized with specific reference to the remaining Senior Leadership positions.
    - i) The newly selected Corps Commander and Deputy Corps Commander will then replace the current Corps Commander and Deputy Corps Commander in the selection committee.
    - ii) Final candidates for the senior leadership positions will be selected by the Commandant in the presence of the Assistant Commandants, the newly selected Corps Commander, and the newly selected Deputy Corps Commander.
- 6) After the final candidates for Master at Arms, Chief of Staff, Adjutant, and the two Battalion Commanders have been sworn in, the newly selected Cadet Key Senior Leaders will coordinate the availability of applications for Company Commander.



#### ARTICLE 305 – SELECTION OF COMPANY COMMANDERS

- 1) Selection of Company Commanders will begin with an application process coordinated by the newly selected Cadet Key Senior Leaders.

The deadline to submit a completed application shall be identified on the application. Consultation from the Commandant is required if the application deadline is to be extended. Applications received after the due date and time will not be accepted or considered regardless of the applicant's qualifications.

- a) The application is available to all rising seniors (current juniors who will be seniors the following academic year) who meet the minimum requirements including:
    - i) Have a minimum term GPR of 2.60 for the preceding fall semester.
    - ii) Have a minimum cumulative GPR of 2.60 at the time of application submission.
    - iii) Be in good standing status with the Corps of Cadets and Texas A&M University at Galveston.
  - b) Consultation with the Commandant is required in order to accept applications from rising juniors (current sophomores who will be juniors the following academic year) if there is not a significant pool of rising senior applicants.
  - c) Consultation with the Commandant is required in order to lower the minimum term GPR and/or minimum cumulative GPR if there is not a significant pool of rising seniors and/or rising juniors.
- 2) The newly selected Cadet Key Senior Leaders shall establish the review and selection process.
    - a) The Commandant must approve the process before review and/or selection begins.
  - 3) The newly selected Cadet Key Senior Leaders shall determine who shall serve on the review and selection committee.
    - a) As Company Commanders staff the TAMMA Hall front desk, a representative from Campus Living & Learning must be included in the committee.
    - b) The new Corps Commander will serve as the non-voting chair.
    - c) The new Corps Commander shall submit in writing to the Commandant all final candidates recommended for the position of Company Commander.
  - 4) The Commandant will schedule a date and time to swear in the newly selected Company Commanders in the presence of the Assistant Commandants and the newly selected Cadet Key Senior Leaders.
    - a) In addition to reaffirming the Cadet Oath, the newly selected Company Commanders will affirm their commitment to maintain "in good standing" status with the University and the Corps as well as affirm their commitment to maintain a 2.60 term GPR for the upcoming fall semester and a 2.60 cumulative GPR at the start of the following spring semester.

#### ARTICLE 306 – CADET LEADERSHIP STAFF SELECTION

- 1) “Cadet Leadership Staff” refers to all staff positions (other than Cadet Key Senior Leaders and Company Commanders) including Corps Staff, Major Unit Battalion Executive Officers, Company Executive Officers, and Senior Enlisted Advisors.
- 2) All candidates for “Cadet Leadership Staff” must be “in good standing” with the University and the Corps of Cadets and have no active demerits.
- 3) “Cadet Leadership Staff” selection is conducted by the Cadet in command of the staff (i.e., Corps Commander selects Corps Staff, Major Unit Commander selects Major Unit Staff, Company Commander selects Company Staff).
  - a) All candidates for Major Unit Executive Officer (Battalion XO), Company Executive Officer (XO), Master Chief Petty Officer, and Senior Chief Petty Officer must have a minimum 2.20 GPR for the preceding fall semester and a minimum 2.20 cumulative GPR.
  - b) All other candidates must have a minimum 2.00 GPR for the preceding fall semester and a minimum 2.00 cumulative GPR.
- 4) The selection process will begin no earlier than one (1) University business day after the Company Commanders have been selected.
  - a) Commanders may solicit applications and must accept applications from all interested cadets.
  - b) Commanders will consider academic performance, discipline, and interview answers when selecting their staff.
  - c) Commanders must utilize a scoring matrix when considering candidates.
- 5) All Cadet Leadership staff position selections are made by the Staff Commander interview panel and are reviewed and approved by the Commandant. The scoring matrix will be submitted with the list of selected candidates for review.
  - a) Cadet Leadership Staff will affirm their commitment to remain “in good standing” status with the University and the Corps as well as affirm their commitment to maintain the minimum required GPR for the period of service as staff.

#### ARTICLE 307 – PREPARING NEWLY SELECTED LEADERS

- 1) Selection of new leaders does not relieve current leaders from their respective position or their duties and responsibilities.
  - a) Current leaders are officially relieved at the conclusion of “First Pass” during the spring Change of Command Ceremony. Newly selected leaders will officially assume their respective positions upon conclusion of “First Pass” during the spring Change of Command Ceremony.
- 2) Newly selected leaders must be fully prepared for assumption of their positions for the upcoming academic year. Newly selected leaders are strongly encouraged to partner with their current counterpart to acquire appropriate information about the required duties and responsibilities of the position.

- a) Current leaders are strongly encouraged to mentor their successor by allowing them to assist (through delegation) with tasks associated in performing the duties and responsibilities of the position. It is important to keep in mind the current leader is only delegating tasks; they maintain authority and accountability for the duties and responsibilities of the position.

## **CHAPTER 4 – DAILY SCHEDULE OF THE CORPS OF CADETS**

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### **ARTICLE 401 – DAILY SCHEDULE**

- 1) The following schedule is a general guide to the routine schedule for the Corps of Cadets. The Plan of the Week (published by Corps Staff) may vary. The Corps Commander, in consultation with the Commandant, may adjust the Schedule to compensate for restrictions/adjustments as a result of the Plan of the Week.

<b>TIME</b>	<b>EVENT</b>
0520	NROTC PT (1 x week)
0545	Corps PT (W)
0600	NROTC Lead Lab (1 x week)
0700 – 0715	Room Inspection (Th)
1500 – 1645	Mandatory Corps Activity (Tu)
1800 – 2000	Call to Quarters (S-Th)
2200	4/C Curfew (S-Th)

### **ARTICLE 402 – QUIET HOURS**

- 1) The purpose of Quiet Hours is to create an environment conducive for academic study within the Texas A&M Maritime Academy Hall and the immediate vicinity. Quiet Hours exist Sunday thru Friday from 1800 to 0630 with the exception of approved training times. Quiet Hours is further broken into two periods: Academic Day and Call-to-Quarters (CQ). All 1/C and 2/C Cadets are responsible for maintaining and enforcing Quiet Hours conditions including:
  - a) Speaking will be kept at a low but audible tone. Cadets will not yell across the hallway.
  - b) Cadets will not sound off in Texas A&M Maritime Academy Hall
  - c) All common area televisions will be kept at a low but audible tone and turned off when not in use. Music and other sounds should not be heard outside the room.
  - d) Exceptions to Quiet Hours may be approved by the Office of the Commandant for specific events (e.g. Midnight Yell, Super Bowl, etc.)

### **ARTICLE 403 – ACADEMIC DAY**

- 1) The purpose of the Academic Day is to maintain an atmosphere within the Corps of Cadets conducive to the pursuit of academic endeavors and personal matters. Quiet Hours conditions in the hallways and rooms as well as the immediate vicinity of the Texas A&M Maritime Academy Hall will be in effect for all Cadets.
  - a) Monday through Friday, the Academic Day times is 0700-1700. Quiet Hours will be in effect during this time period.
- 2) The Academic Day will consist of:
  - a) Attending class.
  - b) Individual/group study at any appropriate place on-campus as desired.
  - c) Rest. If a cadet is sleeping, they will not be awakened unless it pertains to academic matters (i.e., waking someone up for class, waking someone to ask why they are not in class).

- d) Personal activities needed for daily living (e.g., personal hygiene and errands), individual Corps activities (e.g., shining shoes, uniform preparation, and room cleaning) and individual physical fitness training.

3) Activities permitted:

- a) On-the-spot corrections, as long as class arrival is not delayed
- b) Command-directed health and comfort inspections (normally conducted with representatives from the Office of the Commandant).
- c) Room inspections may be conducted by the Cadet Command and/or the Office of the Commandant staff between 0700 and 1700 daily, as long as these inspections do not interfere with the study environment.
- d) Academic support and/or morale/welfare visits will take place in the Company Commander's office.
  - i) In the case of a freshman and/or Cadet of another gender, if an academic support and/or morale/welfare visit needs to take place in that Cadet's room it must be authorized by the Company CO and the Commandant. During the visit, the door leading into the Cadet's room and the main entry of the suite will be propped open (the door WILL NOT be propped wide open).

4) Activities not be permitted:

- a) Military/Corps training.
- b) Corrective or directed physical training/exercise.
- c) Waking those that are asleep (except as described above)

5) Violation of the Academic Day rule will result in disciplinary action.

ARTICLE 404 – CALL-TO-QUARTERS (CQ)

1) The purpose of Call-to-Quarters (CQ) is to maintain an appropriate scholastic environment for the Corps. CQ is required for all freshmen.

- a) Call-to-Quarters Attendance.
  - i) CQ will be conducted by each company from 1800-2000 Sunday-Thursday unless otherwise stated by the Corps Staff under direction of the Commandant.
  - ii) CQ will be conducted at the end of each company hallway except in the case of a specialized CQ session such as NROTC or Engineering.
  - iii) All freshmen are required to attend CQ unless excused. Appropriate reasons for excusal and the excusal process is outlined below.
  - iv) Excusals.

- (1) Cadets are excused from CQ during the hours in which they have class. Proof of class will be submitted to the Company commander in the form of a class schedule and should be verified after the "Add/Drop" deadline and again after the "Q-Drop" deadline.

- (2) Cadets may be excused from CQ to participate in professional organizations. These organizations may include, but are not limited to: Propeller Club, CAMM, WOW, SAMA, SNAME.
  - (3) Cadets may be excused from CQ to participate in university sanctioned athletic activities, but must have an approved military letter submitted through CorpsApps.
  - (4) Cadets may be excused from CQ to attend tutoring so long as they provide proof of appointment and a point of contact to the CQ proctor.
  - (5) Cadets may be excused from CQ for any reason outlined in TAMUG Student Rule 7. The cadet should make every effort to notify their chain of command before the absence and be prepared to provide documentation.
- b) Call-to-Quarters Conduct.
- i) Company Commanders are responsible for overseeing CQ.
  - ii) The Company Commander should arrange a schedule of proctors.
    - (1) Proctors may not benefit from overseeing CQ either via merits or any other reward.
    - (2) Proctors must enforce CQ rules as outlined below.
  - iii) Rules.
    - (1) CQ is designated time for studying only.
    - (2) Electronic devices such as tablets and laptops are permitted for academic purposes only.
    - (3) Phones are permitted for music only. Cadets may listen to music through earphones so long as they are still able to hear instructions from the proctor or emergency alarms.
    - (4) Phones should not be used for communication during CQ.
    - (5) Cadets are permitted to communicate in whispers as long as the communication directly concerns academics.
    - (6) Except as a matter of safety or other Corps approved activity, such as practical training, Cadets in CQ should not be interrupted.
  - iv) Battalion and Corps staff will conduct rounds of the Company CQs in their command to ensure this guidance is followed.

#### ARTICLE 406 – COMPANY MEETINGS

- 1) Communication down through the Chain of Command and to the Cadets is vital to the success of each Company. One of the most efficient ways to accomplish this is through a Company meeting. Attendance is mandatory for all Cadets within the Company (the Company CO will issue demerits to Cadets who fail to attend the Company meeting).
  - a) The meeting shall take place in the Company's hallway and shall be conducted in an orderly, efficient, and professional manner.

- 2) Company meetings will take place at 2100 every Sunday.
  - a) With approval from the Battalion Commander and the final approval from the Corps Commander, a Company Commander may designate a day and time for weekly Company meetings that is different from the recommended schedule so long as the Company meeting does not impede or interfere with the Academic Day.
  - b) Under no circumstance will a Company meeting take place after 2200.

#### ARTICLE 407 – CADET CURFEW

- 1) All first year Cadets (Fish) are required to be on-campus and in their rooms by 2200 and remain there until 0600 the following day.
  - a) This only applies Sunday through Thursday and is in place to ensure the safety and accountability of all Cadets.
  - b) Cadets may be excused from curfew for NROTC events, physical training, drill, or watch.
  - c) Violation of curfew will result in issuance of demerits and/or other disciplinary action.

## CHAPTER 5 – SCHOLASTICS

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### ARTICLE 501 – COMMANDANT’S INTENT

- 1) The scholastics policy is designed to reinforce the importance placed on academic pursuits within the Corps of Cadets. Academic success is the leading priority of the Corps of Cadets, because first and foremost, Cadets attend Texas A&M University at Galveston to attain a degree. The Corps promotes and enhances the scholastic performance of all Corps members by providing the most successful academic support program on campus. This scholastic policy utilizes an intentional, standards-based approach to establish the environment, provide professional academic advising and a mentorship support program, and recognize academic achievement. Although this policy promotes an academic plan with the structure to ensure graduation in a timely manner, the Cadet is ultimately responsible for their own academic progress and scholastic success.

### ARTICLE 502 – KEYS TO ACADEMIC SUCCESS FOR CADETS

- 1) Attend every class. Sit in the center of the first three rows of the classroom so you can see, hear, and are less distracted.
- 2) Come prepared with necessary study materials (textbooks, note taking supplies, lab equipment, etc.)
- 3) Introduce yourself to each instructor and meet with the instructor during office hours within the first month of the semester. Have several substantive questions to ask.
- 4) Read all assignments before class.
- 5) During class, stay awake and take good notes. Ask questions in class.
- 6) Find a quiet place on campus to study between classes.
- 7) Review your readings and notes after each class and fill in any missing information.
- 8) Find a study partner in each class and meet once a week to exchange information and review notes.
- 9) Ask the instructor, seek out tutoring, supplemental instruction, and departmental help before you need it.
- 10) Attend all supplemental instruction and review sessions for each class, if offered.
- 11) Treat school like a full-time job. Ideally, for every hour spent in class you should spend no less than three hours of study outside of class. First and foremost, your focus should be on academics.
- 12) Schedule an office visit with your academic advisor each semester to review your courses, grades, and registration for the next semester. Do not wait until the end of the semester during registration for classes for the next semester.
- 13) Monitor your academic progress closely and refer to your syllabus for course expectations and assessments.
- 14) Find a faculty/staff mentor each semester and get to know them well. They are valuable sources of information and can provide a supportive contribution to your adjustment to life in the Corps and the university.
- 15) Seek out and meet with campus academic resources sooner rather than later.



#### ARTICLE 503 – CLASS ATTENDANCE

- 1) Academic success of all Cadets is a priority of the Corps of Cadets.
- 2) Activities that prevent a Cadet from attending class on time are prohibited including part-time employment.
- 3) Cadets will attend every class and will be on time. This is not an option.
  - a) Any Cadet reported as having more than one unexcused absence in an STCW course will not be allowed to go on training cruise.
- 4) All Cadets should familiarize themselves with Student Rule 7 – Attendance ([https://www.tamug.edu/studentrules/Academic\\_Rules/7\\_Attendance.html](https://www.tamug.edu/studentrules/Academic_Rules/7_Attendance.html)).

#### ARTICLE 504 – UNIVERSITY ACADEMIC STANDARDS

- 1) Regardless of classification (undergraduate or graduate), all Cadets should familiarize themselves with Student Rule 12 – Scholastic Deficiency/Probation ([https://www.tamug.edu/studentrules/Academic\\_Rules/12\\_Scholastic\\_Deficiency\\_Probation.html](https://www.tamug.edu/studentrules/Academic_Rules/12_Scholastic_Deficiency_Probation.html)).
  - a) All undergraduate Cadets will maintain the established University Academic Standards including a 2.00 term GPR and a 2.00 cumulative GPR. In addition, the Cadet must have successfully completed an average of 12 hours per semester.
  - b) Graduate level Cadets must maintain a 3.00 term/overall and successfully complete at least 9 hours per semester.
- 2) Any Cadet who is not academically “in good standing” will not be allowed to participate in summer sea term without permission of the academic department head.
- 3) Cadets in Corps leadership positions must maintain the requirements as established in Article 303 and Article 304.
- 4) To maintain membership in the Corps, all Cadets must maintain the required minimum cumulative 2.00 GPR for undergraduates and 3.00 for graduate students.
- 5) Any Cadet who is a member of a University recognized student organization (including University recognized Corps special units) should review the requirements to maintain membership in said organization.
- 6) Cadets failing to meet and/or maintain University Academic Standards shall come before a Corps Review Board.

#### ARTICLE 505 – ACADEMIC SUSPENSION

- 1) Continued enrollment in the Corps of Cadets and the Texas A&M Maritime Academy is contingent upon continued enrollment at the University. A Cadet placed on academic suspension from the University is automatically suspended from the Corps of Cadets and the Texas A&M Maritime Academy for the same reason.

- a) An undergraduate Cadet placed on academic suspension must go through the University established appeal process as indicated in Student Rule 57 – Undergraduate Academic Appeals Panel  
([https://www.tamug.edu/studentrules/Student\\_Grievance\\_Procedures/57\\_Undergraduate\\_Academic\\_Appeals\\_Panel.html](https://www.tamug.edu/studentrules/Student_Grievance_Procedures/57_Undergraduate_Academic_Appeals_Panel.html)).
- b) A graduate level cadet appealing academic suspension should reference Student Rule 59 - Graduate Appeals Panel  
([https://www.tamug.edu/studentrules/Student\\_Grievance\\_Procedures/59\\_Graduate\\_Appeals\\_Panel.html](https://www.tamug.edu/studentrules/Student_Grievance_Procedures/59_Graduate_Appeals_Panel.html)).
- i) It is important to note, a Cadet whose academic suspension appeal is granted by the University is not automatically readmitted to the Corps of Cadets and the Texas A&M Maritime Academy. The Cadet will need to come before a Corps Academic Review Board for consideration for readmission.

#### ARTICLE 507 – ACADEMIC AWARDS

- 1) At the end of each semester, Cadets that meet the following standards will be awarded for academic excellence. Cadets may request presentation of academic recognition through their Battalion Assistant Commandant for the following accomplishments:

Academic Achievement	3.00 term GPR	Full time
Corps Honor Roll	3.25 term GPR	Full time
Distinguished Student (Silver Star)	3.50 term GPR	Full time, no D/F
4.0 Certificate (Gold Star)	4.00 term GPR	Full time

#### ARTICLE 508 – GRADUATION AND COMMISSIONING

- 1) All License Option Cadets must communicate with the appropriate staff member in the Texas A&M Maritime Academy with regards to the U.S. Coast Guard licensing exam and requirements for graduation. License exam re-takes should be scheduled to avoid conflicts with current academic requirements, including class attendance.
- 2) All graduating cadets should ensure their Salt and Pepper Uniform is ready for Commencement. This includes ensuring alterations are done in time. A Corps-wide inspection of this uniform may be scheduled, or cadets may be directed to report to an Assistant Commandant for inspection.

## **CHAPTER 6 – CADET RESPONSIBILITIES & PRIVILEGES**

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### **ARTICLE 601 – CADET RESPONSIBILITIES AND PRIVILEGES**

- 1) All Cadets must agree to membership requirements established in Article 201. In addition, each Cadet agrees to:
  - a) Attend all required formations and classes unless properly excused; to include Corps Trips and Corps Reviews.
  - b) Complete all required ship operations and watches as scheduled.
  - c) Purchase all required uniforms and rank for each class year.
    - i) Cadets are required to have their proper Cadet rank shoulder boards.
  - d) Be in “Good Standing” in academics and conduct with the University.
  - e) Live on campus unless authorized otherwise by the Commandant.
  - f) Follow and live by the Aggie Code of Honor.
- 2) It is a Cadet’s responsibility to:
  - a) Be familiar with the Corps Operations Manual.
  - b) Speak clearly and distinctly to all persons on campus and greet each person with “Howdy.”
  - c) Not inappropriately raise one’s voice or cause a disturbance on or off campus.
  - d) Be an example of good citizenship and Aggie spirit to all people at all times.
  - e) Live in a clean and orderly room.
    - i) To ensure the health and welfare of Cadets, random weekly room inspections may be conducted by Corps and/or Battalion Staff, the Company CO/XO, as well as staff from the Office of the Commandant.
- 3) Other privileges may be established by the Corps Commander in consultation with the Commandant.

## CHAPTER 7 – CADET ROOMS

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### ARTICLE 701 – ROOM INSPECTIONS

- 1) Upon entering the Corps, Cadets voluntarily agree to a more regimented lifestyle than other University students. Part of this lifestyle involves inspection of Cadet Rooms and the Cadet environment to ensure good order and discipline is maintained. The intent for the inspection process is to ensure the highest health and welfare standards, dorm/dorm room orderliness, uniform compliance, and adherence to directives.
  - a) To promote this environment, along with safe living conditions, room inspections may be conducted by the Cadet Command and/or the Office of the Commandant between 0700 and 1700 Monday through Friday.
  - b) Inspections shall be scored and recorded.
    - i) The Corps Commander, in consultation with the Commandant, may reward merits and/or privileges for a Company with distinctively high room inspection scores.
  - c) Master at Arms Inspection
    - i) This includes an announced inspection of uniforms and/or rooms. The purpose is to ensure good order, discipline, and a means to grade units for major unit awards.
  - d) Commandant's Hall Inspections
    - i) This is an inspection of all rooms and common areas belonging to a unit during inspection times.
    - ii) All units are subject to inspection as directed by the Commandant. The purpose is to ensure health and welfare standards are maintained within the dormitory. Failure of this inspection will result in the assessment of demerits to both Cadet occupants of the room inspected. Quantitative results of these inspections will be included in determining the Corps Awards.
- 2) All Cadets will observe and adhere to the policies, procedures, rules, and regulations contained in the Residence Hall Manual (<https://www.tamug.edu/cll/PoliciesProcedures.html>).

### ARTICLE 702 – ROOM MAINTENANCE

- 1) Cadets are responsible for maintaining the cleanliness of their room and/or suite.
- 2) Company Commanders are responsible for ensuring all common areas (hallways, stairwells, and other common/public areas of the building of residence) are clean, presentable, and free of personal items.
- 3) Use of linoleum flooring, tiles, carpet, and other type of flooring coverage in which adhesives/tacks/screws/nails are used to secure the coverage is strictly prohibited.
- 4) Cadets should refer to the Residence Hall Manual with regards to topics including but not limited to common area furniture, assigned room furniture, wall-hangings, use of hanging devices, and wall decorations.

### ARTICLE 703 – ROOM STANDARDS

- 1) Cadet rooms will be clean, neat, and orderly at all times. Clothing or other personal items will not be left outside the room, on windowsills, or in the hallways. Arbitrary standards are prohibited. Rooms will be inspection ready between 0700 and 1700 Monday through Friday.

- 2) For items such as, but not limited to, bicycles and surfboards, Cadets should refer to the Residence Hall Manual.
- 3) Bunk cards with all room/suite occupants must be placed on the external door.
- 4) Closets
  - a) Military and civilian clothes will be organized in a neat orderly fashion. Military clothes will be on hangers and hanging from the bar.
    - i) When facing the closet, military clothing will be on the left and civilian clothing will be on the right. Clothes will be hung in a unified manner.
- 5) Hygiene Area
  - a) Sink, mirror, shelves, and towel rack will be clean, neat, and orderly. The countertop shall be clean and free of any items.
    - i) Items shall be stowed in the drawers and/or cabinets.
- 6) Fish Room Standards
  - a) One wall hanging per roommate
  - b) No more than 3 items on the desk excluding computer and mouse
  - c) One flag per roommate
  - d) No curtains unless required for a course and must be a neutral color (Proof must be provided)
  - e) Bathmats and bed sheets must be neutral colors
  - f) No rugs or floor mats

#### ARTICLE 704 – UNAUTHORIZED ITEMS

- 1) The following items are prohibited:
  - a) Alcohol Containers – Alcohol containers of any kind (regardless of contents) are not permitted in any Cadet room and is strictly prohibited on the Texas A&M University at Galveston campus.
  - b) Street Signs and/or Construction Equipment – Unless a legal receipt of purchase is attached to the back/inside of the item, such items are prohibited.
  - c) Racially offensive/decisive, hate group, gang-related symbols; any form of pornography or sexually related material (includes pictures, calendars, books, magazines, collections, files, and material stored/accessed through electronic media); drug paraphernalia; or flags (other than the U.S., any country, state, college, athletic, United States military, or POW/MIA) are prohibited.

## **CHAPTER 8 – CADET CONDUCT & CADET DISCIPLINE**

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### **ARTICLE 801 – CADET CONDUCT**

- 1) All Cadets are expected to meet a higher standard of conduct than non-Corps students. All Cadets must comply with the Corps Operations Manual as well as Texas A&M University at Galveston Student Rules. All Cadets are to set a good example by demonstrating professional conduct onboard ship and ashore, a neat personal appearance, proper language, and, in general, behavior befitting honorable persons who live by the Aggie Code of Honor.
- 2) Regardless of location (on or off-campus), all Cadets (in or out of uniform) will maintain normal class distinction while conducting themselves in a manner that will reflect favorably upon the Corps. No Cadet will create a scene or disturbance that would be displeasing to others and/or reflect negatively on the Corps of Cadets, the Texas A&M Maritime Academy, and the University.
- 3) Cadets are expected to maintain Corps grooming standards and wear the uniform properly and proudly regardless if they are on or off-campus or on training sea term.
- 4) Cadets will not have their hands in any pocket while in uniform.
- 5) Cadets will be covered immediately upon exiting a facility/building.
- 6) Cadets in uniform and covered will render the proper military salute to all commissioned officers regardless if the commissioned officer is in uniform or in civilian attire.
  - a) When not in uniform, not covered or if both hands are full, Cadets will render an appropriate greeting to the officer (i.e., “Howdy and good morning/afternoon/evening, sir/ma’am.”).
- 7) Consuming food/beverage while walking in uniform, is prohibited.
  - a) Reasonable exceptions for outdoor social events may be made by the Corps Commander in consultation with the Commandant.
- 8) Cadets shall not chew gum while in uniform.
- 9) Use of ALL tobacco products prohibited on the campus of Texas A&M University, Texas A&M University – Galveston Campus, and in all university owned vehicles. This includes smokeless tobacco, chewing tobacco, and vapor-style electronic cigarettes.
- 10) Cadets may not use cell phones while walking in uniform. Use of headphones or earbuds while walking in uniform is prohibited.
- 11) While in uniform, a Cadet is not permitted to ride a bicycle or utilize a skateboard, longboard, hoverboard, or inline skates/roller-blades/roller-skates.
- 12) During O-Week, “Whipping-out” will occur according to Aggie traditions and Charlie Noble.
- 13) Cadets should not be corrected for behavior during class unless behavior is deemed unsafe or a hindrance to the academic environment.
- 14) Cadets will learn all the songs and yells. This is a part of being a Texas Aggie.

15) Cadets participating in events and formations relating to special units, such as NROTC, Drill Team, Honor Guard, and AUP, are subject to corps demerits and other infractions at the discretion of the unit commander.

16) Specific to Corps Trips for football games:

a) The prescribed uniform is worn properly.

i) In Kyle Field:

(1) Cadets will not remove or unbutton any part of the uniform while in the stands except when authorized to do so by the Commandant.

(2) While on the Corps Quad and/or in formation in preparation for and during the March-in covers will be worn and salutes will be rendered as appropriate.

(a) Cadets will uncover when entering Kyle Field.

(3) Cadets will not leave the stands unless in a full, properly adjusted uniform.

(4) Cadets will not “boo” officials or members of either team.

(5) Cadets will not throw objects in the stands or onto the field.

(6) Cadets will be permitted to kiss their dates whenever the Aggies score.

b) Corps trips are considered required formations for all Cadets, unless properly excused by the Office of the Commandant.

c) The Office of the Commandant will provide bus transportation to and from a Corps Trip game.

i) Cadets may drive/ride in private vehicles if they have completed the Assumption of Risk Form.

#### ARTICLE 802 – PROHIBITED ACTIONS

1) Conduct standards for the Corps are set forth in writing in order to give Cadets general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

a) **Violation of Federal or State Law.** In addition to the Corps Operations Manual and Texas A&M University at Galveston Student Rules, Cadets may be disciplined for violation of federal or state law including but not limited to 46 CFR, laws of the State of Texas, and/or municipal ordinances.

b) **Conduct Unbecoming a Cadet.** A Cadet is responsible for “conduct unbecoming” when their actions or conduct could be interpreted to be detrimental to the best interests of the individual Cadet, other persons, the Cadet’s unit, the Corps, or Texas A&M University at Galveston.

c) **Disrespect or Insubordination.** Any Cadet who is disrespectful or insubordinate in demeanor, word or action toward any University official or Cadet in the Chain of Command, whether or not this occurs in their presence.

- d) **Failure to Follow Orders.** Failure to follow the verbal or written orders/directions of the Commandant, Assistant Commandant, NROTC staff, and Corps Housing Coordinators, or any University official or Cadet in the Chain of Command.
- e) **Negligence of Leadership.** Anyone in the Cadet Chain of Command is responsible for ensuring Cadets under their authority follow and obey the policies, procedures, and rules of the Corps. A Cadet in the Chain of Command must be wise with their use of authority. Their actions and directives must be reasonable and prudent.
  - i) Negligence of leadership is also applicable at the peer level including but not limited to a Cadet that contributes to negligent actions of their peers or fails to report negligent actions of their peers.
- f) **Permission to Touch.** It is improper for a Cadet to touch another Cadet without their permission unless there is a legitimate safety reason (e.g., a Cadet about to fall; Cadet in danger of being hit by a vehicle, etc.). When an upper-class Cadet is addressing an under-class Cadet, a safe rule of thumb is for the upper-class Cadet to maintain at least one arm's length away from the under-class Cadet.
  - i) It is proper to touch, with permission, another Cadet when making minor corrections such as adjusting a hand salute.
  - ii) It is never proper for a Cadet to touch or grab a fellow Cadet for the purpose of harassment or disciplinary action.
- g) **Abuse of Class Relationships.** An upper-class Cadet will not require a lower-class Cadet to perform "personal servitude" tasks (e.g., moving the upper-class Cadet's car to avoid a parking violation, picking up cleaning, etc.). Performing personal service or unauthorized details directed by an upper-class Cadet with or without remuneration is also a violation.
  - i) An upper-class Cadet will not require a lower-class Cadet to "earn privileges" or perform unauthorized physical training to receive a "special position or duty."
  - ii) Do not borrow items (e.g., money, services, vehicles, etc.) across class lines. This practice disrupts good order and discipline and may pose a question of coercion.
- h) **Improper Cadet Relationships.** Improper relationships are those that could result in actual or perceived favoritism, unfairness, or partiality that are detrimental to good order and discipline within the unit or the Chain of Command.
  - i) Dating among Cadets is permissible; however, dating will be conducted with the same standards of discretion and good judgement expected of all Cadets. Should a personal relationship evolve within a Company or Chain of Command, Cadets will seek resolution with an Assistant Commandant.
    - (1) An upper-class Cadet will not date a 4<sup>th</sup> Class Cadet (freshman).
    - (2) A Cadet will not date a Cadet in their Chain of Command.
    - (3) Cadets are prohibited from dating another Cadet, who is in the same unit.



- i) **Public Displays of Affection.** Cadets in uniform will refrain from public displays of affection (PDA). A Cadet may offer to or take the arm of another person while walking. Walking arm-in-arm does not preclude the requirement to render proper military courtesies (i.e., salute). Holding hands or walking or sitting with arm around waist or shoulder is not permitted.
  - i) The Aggie tradition of kissing after the football team scores is permitted and not considered a violation of this policy.
- j) **Use of Profanity.** A Cadet will not use profanity when performing Corps functions, in the “Corps environment”, or while wearing a uniform.
- k) **Interference with Free Time.** As a general guide for conduct, all Cadets are entitled to use free time to study, sleep or attend to personal matters, except when otherwise directed. A Cadet will not curtail or interfere with the use of available free time of another Cadet. Refer to 1004.g.
  - i) Physical training inside the common areas of the residence hall is not allowed.
  - l) All Cadets will respect the rights of others to privacy and maintain good neighborly relations with those who are housed in the Texas A&M Maritime Academy Hall.
    - i) No Cadet will disturb study conditions in the residence hall and all Cadets should be especially careful to comply with all Quiet Hours restrictions.
    - ii) Cadets will not do anything that might cause personal injury or destruction of private property or campus facilities.
    - iii) Cadets will be dressed appropriately at all times.
    - iv) Cadets will not remove, disable, or render inoperative any fire protection equipment or other alarm system in the Texas A&M Maritime Academy Hall or other campus facility.
- m) Cadets will not engage in inappropriate sexual behavior.
- n) Cadets will adhere to the University’s policy on pet animals. Refer to [https://www.tamug.edu/studentrules/Student\\_Life\\_Rules/36\\_Pet\\_Animals.html](https://www.tamug.edu/studentrules/Student_Life_Rules/36_Pet_Animals.html).
- o) Hazing. Reference 24.4.5 of Texas A&M University at Galveston Student Rule 24 – Student Conduct Code ([https://www.tamug.edu/studentrules/Student\\_Life\\_Rules/24\\_Student\\_Conduct\\_Code.html](https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html)).

#### ARTICLE 803 – REPORTING CADET CONDUCT

- 1) Regardless of rank or position, every Cadet has a duty and responsibility to report any and all major infractions (i.e., alcohol, drugs, assault, acts of violence, hazing, activities/events that endanger persons or threaten property, etc.) using the “Report a Violation of the Student Rules” form located at <https://www.tamug.edu/studentrules/>. The Cadet may also report such violations to the Community Leaders, Corps Housing Coordinators, the Assistant Commandants, and the Commandant.

#### ARTICLE 804 – CADET DISCIPLINE POLICY

- 1) Texas A&M University at Galveston Student Rules (<https://www.tamug.edu/studentrules/>) is the governing authority on the administration of the Cadet conduct/discipline process.
- 2) The Superintendent (or designated representative) has the final review/administrative authority in all Cadet Conduct and administrative cases.

## ARTICLE 805 – DISCIPLINE PROCESS

- 1) Initial Action. Upon receipt of a report of an alleged violation, which can come from a variety of sources including the Internet, the Commandant will review the information to determine if the case is to be adjudicated within the Corps of Cadets or if it should be co-adjudicated with the University.
- 2) Rights.
  - a) Cadets should reference the following, which can all be found at <https://www.tamug.edu/studentrules/studentliferules.html>:
    - i) Students' Rights and Responsibilities
    - ii) 24 – Student Conduct Code
    - iii) 25 – Student Conduct Code Procedures (System)
    - iv) 26 – Student Conduct Proceedings
    - v) 27 – Sanctions
  - b) Appeal information (58 – University Disciplinary Appeals Panel) can be found at [https://www.tamug.edu/studentrules/Student Grievance Procedures/58 University Disciplinary Appeals Panel.html](https://www.tamug.edu/studentrules/Student_Grievance_Procedures/58_University_Disciplinary_Appeals_Panel.html).
- 3) Charges. The issuance of a charge letter is the first step in the administrative hearing process. This letter states the alleged rules violation and/or incident of concern and requires the Cadet(s) to schedule a hearing with the appropriate office. The charge letter does not indicate a presumption of responsibility of a rule violation, but rather a complaint has been made against the Cadet and there is a need to hear both sides of the situation. Once a charge letter has been sent, the student may have access to view a part of the conduct file and information that brought charges against them.
  - a) The charge letter will also include information as to the date, time, and location of the hearing.
- 4) Hearing: Cases that may result in a sanction involving expulsion, and suspension from the University will follow University Student Rule procedures. This procedure will also be followed in cases co-adjudicated with the University with the exception that the University administrative hearing may be heard concurrently with a Corps of Cadets/Texas A&M Maritime Academy administrative hearing.
  - a) Category I violations that will not involve removal from the University will normally be heard by the Commandant (or designee).
  - b) Category II violations will normally be heard by Cadet Mast (or Corps Review Board if the violation has been repeated several times).
- 5) Sanctions. Sanctions involving expulsion, dismissal, suspension, and deferred suspension from the University will be assessed by the Commandant and the Assistant Vice President for Student Affairs (or designee) through a joint hearing process. Sanctions of Category I Violations not involving removal from the University will normally be assessed by the Commandant (or designee).
  - a) Sanctions for Category I offenses may include:
    - i) Corps Expulsion. Separation action without option for readmission.

ii) Corps Suspension. Separation for a defined period; readmission is not guaranteed but will be considered upon request.

(1) The sanction of Corps Suspension may be placed in deferred status. In this case, a violation of Corps Operations Manual during this period will cause the suspension to take effect immediately without further review. Additional action may also be taken regarding the most recent offense. Deferred suspension also carries the restriction a student is “Not in Good Standing” with the Corps of Cadets.

iii) Corps Conduct Probation. An official warning a Cadet’s conduct has been in violation of the Corps Operations Manual, but is not serious enough to warrant expulsion, dismissal, or suspension.

(1) Conduct Probation means a Cadet is “Not in Good Standing” with the Corps. Violation of any part of the probation may result in one of the sanctions above from the Corps of Cadets.

(a) This sanction includes the same restrictions as Deferred Suspension and therefore:

(i) May not hold a leadership position (defined in Article 303 and Article 304 as Key Senior Cadet Leadership, Key Cadet Leaders, and Cadet Leadership respectively). In addition, the Cadet may not hold a leadership position in a Corps special unit (i.e., Drill Team, Color Guard, Hearn Honor Guard). Finally, the Cadet will not be permitted to participate in any Corps activity/function/event in which the Corps’ presence is a representation of the University including Corps March-Ins, special unit competitions, etc.).

(ii) While under Corps Conduct Probation, a Cadet is considered “not in good standing” with the Corps and may not successfully obtain (due to no-priority placement on official Cruise Selection Lists) training-at-sea (i.e., TS General Rudder training-at-sea, Commercial training-at-sea, and/or Training-at-Sea with any of the other State Maritime Academies. Cadets on Corps Conduct Probation are required to attend all Corps-sponsored volunteering events, duty weekends, and Corps Trips. Weekly conferences with an Assistant Commandant will also be scheduled.

(iii) May not hold office or positions in the Corps, Campus Living & Learning, or recognized student organizations or represent the University in any manner (that which includes but is not limited to NCAA sports).

(iv) May not participate in intramurals.

iv) Conduct Review. An official warning the Cadet’s conduct is in violation of the Corps Operations Manual, but is not sufficiently serious to warrant conduct probation. A cadet on conduct review shall remain “In Good Standing” with the Corps. This sanction may require regular meetings with an appropriate official within the Corps of Cadets, Texas A&M Maritime Academy, and/or the University.

v) Relief from Command or position.

vi) Reduction of Cadet rank.

vii) Restitution (i.e., payment of damages).

- viii) Restricted Weekends/Extra Duty.
  - ix) Letter of Reprimand.
  - x) Demerits.
  - xi) Ineligibility for training-at-sea or other similar and appropriate sanctions as approved by the Superintendent (or designee).
- 6) Corps Appeals of Sanctions for Category I Violations. Cadets receiving sanctions for Category I violations as a result of a Corps hearing have the opportunity to appeal as outlined in their Sanction Letter. The appeal process will be done through the Chain of Command using the following guidelines:
- a) Instructions for appeal including the appeal form will be included in the Corps Sanction Letter.
    - i) The appeal must be filed within five (5) University business days of the decision regarding disciplinary action taken. The Cadet must include a written application supporting the basis of appeal. An appeal form submitted without any explanation will not be processed.
    - ii) The completed appeal form and accompanying explanation will be forwarded to the Commandant for review. The Commandant may act on the appeal immediately or refer the appeal to an appeals panel. The appeals panel will subsequently provide the Commandant a recommendation to present to the Superintendent (or designee).
    - iii) The Superintendent (or designee) is the final authority on the appeal.
  - b) In a case involving sexual misconduct, the appeal of any sanctions will be conducted at the University Appeal level as outlined in the sanction letter.
- 7) Instructions to Cadet Receiving Suspension from the Corps of Cadets. Any cadet who receives a sanction of suspension or higher, must follow the written instructions presented to them in their sanction letter. The instructions for administrative separation are the same as suspension from the Corps of Cadets. They include:
- a) A definite time in which they must leave the Corps.
  - b) The Office of the Commandant will provide the Cadet with the necessary documentation for separation. This Cadet will need to acquire signatures from the different offices on the form. An incomplete form will indicate the Cadet did not properly separate from the Corps.
  - c) Re-admission into the Corps is dependent upon completion of the sanction and approval by the Superintendent.
    - i) Before receiving approval from the Superintendent, the prospective returning Cadet may be asked to come before select members of the Academy to discuss relevant expectations.
    - ii) Re-admission into the Corps and the Academy is not guaranteed.

## ARTICLE 806 – DEMERIT SYSTEM

### 1) Per 46 CFR 310.10 (Discipline and Dismissal):

- (a) Each school shall establish and publish rules and regulations governing Cadet and Midshipman discipline and providing for a demerit system for infractions of these rules and regulations. Serious or excessive violations of the rules and regulations by a Cadet or Midshipman may be considered as evidence of inaptitude for the demanding career of a merchant marine officer and warrant dismissal by the school.*
- (b) Each Cadet or Midshipman shall, upon admission to the school, be furnished a copy of the School's rules and regulations.*
- (c) Any Cadet or Midshipman placed on probation for failure to meet the conduct requirements of the school may, at the discretion of the Superintendent, be listed as not in good standing for any period not to exceed six (6) months for the purpose of §310.7(a)(5).*

### 2) Demerits serve both as a Cadet disciplinary tool and a performance indicator.

- a) The Corps Commander, in consultation with the Commandant, will determine who is authorized to issue demerits in the Cadet Chain.
- b) The Assistant Commandants, NROTC Officer-in-Charge, NROTC Assistant Officer-in-Charge, and Corps Housing Coordinators are authorized to issue demerits.
- c) Faculty and staff members of Texas A&M University at Galveston are not authorized to issue demerits directly, but may recommend issuance of demerits (or merits) to a Cadet by contacting the Commandant.
- d) Cadets have the right to appeal demerits assigned. The appeal must be submitted through CorpsApps within seven (7) days of assignment.

### 3) The established demerit system for the Corps of Cadets at the Texas A&M Maritime Academy is as follows:

- a) Cadets who reach the below demerit levels in a single fall or spring semester face the following actions:

5 demerits	Battalion level Mast
10 demerits	Corps Mast
15 demerits	Corps Suitability Hearing

- b) Similarly, Cadets who reach the below demerit levels in their career at Texas A&M Maritime Academy, face the following actions:

8 demerits	Conduct Counseling with their Company Commander
20 demerits	Conduct Conference with the Assistant Vice President of Student Affairs and the Commandant
30 demerits	Corps Suitability Hearing

4) A Corps Suitability Hearing may result in one of the following sanctions:

- c) Conduct Review
- d) Conduct Probation
- e) Corps Suspension
- f) Corps Expulsion

#### ARTICLE 807 – CATEGORIES OF VIOLATIONS & DEMERIT SCHEDULE

1) **Category I Violations.** These violations are considered to be of the most serious nature. The Commandant and the Assistant Commandants are the only individuals within the Office of the Commandant of the Corps of Cadets who can assess sanctions for all Category I violations.

**a) Watch & Duty**

(NOTE: Duty is defined as, anytime a Cadet is on watch, in class, at formation, at a mandatory meeting or conducting business anywhere on campus.)

Absent from Watch: <ul style="list-style-type: none"><li>• <u>More than thirty minutes late to a four-hour watch</u> constitutes an absence from watch.</li></ul> OR <ul style="list-style-type: none"><li>• <u>More than sixty minutes late to a 24-hour watch</u> constitutes an absence from watch.</li></ul>	<ul style="list-style-type: none"><li>• 4<sup>th</sup> Class Cadet, First Offense: 3-5 Demerits<ul style="list-style-type: none"><li>○ Subsequent offenses may be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li></ul></li><li>• 3<sup>rd</sup> Class and 2<sup>nd</sup> Class Cadets, First Offense: 4-6 Demerits<ul style="list-style-type: none"><li>○ Subsequent offenses may be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li></ul></li><li>• 1<sup>st</sup> Class Cadet: 6-8 Demerits<ul style="list-style-type: none"><li>○ An offense may be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li></ul></li></ul>
Failure to sign the watch log	<ul style="list-style-type: none"><li>• 2-4 Demerits</li></ul>
Late to watch (up to 30 minutes)	<ul style="list-style-type: none"><li>• 1-2 Demerits</li><li>• 2<sup>nd</sup> Class and 1<sup>st</sup> Class Cadets may be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible for watch violations.</li></ul>
Irresponsibility while on watch, negligence, or sleeping on watch	<ul style="list-style-type: none"><li>• 5 Demerits to Corps Suspension</li></ul>
Unauthorized absence from the Academy or Training Ship while assigned to a 24-hour watch	<ul style="list-style-type: none"><li>• 5 Demerits to Corps Suspension</li></ul>
Failure to perform watch duties	<ul style="list-style-type: none"><li>• 2-5 Demerits</li></ul>

	<ul style="list-style-type: none"> <li>May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible for watch violations.</li> </ul>
Improper use of logbooks or other official documents of the ship or campus, forging such documents or signing a document as another person	<ul style="list-style-type: none"> <li>5 Demerits to Corps Suspension</li> <li>May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible for watch violations.</li> </ul>
Failure to appear for duty or other work assignments other than watches. (NOTE: Failure to attend the mandatory weekly Company meetings is considered failure to appear for duty)	<ul style="list-style-type: none"> <li>2-4 Demerits</li> <li>May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible for watch violations.</li> </ul>
Late to assigned duties or day work	<ul style="list-style-type: none"> <li>1 Demerits</li> </ul>
Late to extra duty (5 minutes or less)	<ul style="list-style-type: none"> <li>1 Demerits</li> </ul>
Late to extra duty (more than 5 minutes, but less than 30 minutes)	<ul style="list-style-type: none"> <li>2 Demerits</li> </ul>
Late to extra duty (30 minutes or more, failure to appear, or leaving extra duty without authorization)	<ul style="list-style-type: none"> <li>Doubling of Extra Duty hours or additional disciplinary sanctions</li> </ul>

#### **b) Conduct**

Conduct unbecoming of a Cadet, failure to conduct oneself as a responsible Cadet, on or off campus (NOTE: A Cadet is responsible for "conduct unbecoming" when their actions or conduct could be interpreted to be detrimental to the best interests of the individual Cadet, other persons, the Cadet's unit, the Corps, or Texas A&M University at Galveston.)	<ul style="list-style-type: none"> <li>2-5 Demerits</li> <li>May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> </ul>
Violating sanctions or probation previously established by a Hearing Board or Conduct Administrator	<ul style="list-style-type: none"> <li>2-5 Demerits</li> <li>May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> </ul>
Personal servitude, forcing others to perform unauthorized menial tasks or issuing unofficial punishments	<ul style="list-style-type: none"> <li>1-5 Demerits</li> </ul>
Use of vulgar or profane language	<ul style="list-style-type: none"> <li>1-3 Demerits</li> </ul>
Disrespect towards an officer, faculty/staff member, University Police, administrator, or Cadet involving a display of discourtesy, rudeness, or contempt of authority either in language or deportment	<ul style="list-style-type: none"> <li>2-5 Demerits</li> </ul>

Willful, material and substantial disruption or obstruction of a University related activity, or any on-campus activity	<ul style="list-style-type: none"> <li>• 2-5 Demerits</li> <li>• May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct.</li> </ul>
Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community	<ul style="list-style-type: none"> <li>• 2-5 Demerits</li> <li>• May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct.</li> </ul>
Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity	<ul style="list-style-type: none"> <li>• 2-5 Demerits</li> <li>• May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct.</li> </ul>
Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community	<ul style="list-style-type: none"> <li>• 1-5 Demerits</li> <li>• May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct.</li> </ul>
Littering or improper disposal of refuse or food on Academy property	<ul style="list-style-type: none"> <li>• 1-2 Demerits</li> </ul>
Unauthorized entry into, presence in, use of, or misuse of Academy and/or University property	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> <li>• May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct.</li> </ul>



Theft of property or services from the University community, or misappropriation of University resources	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> <li>• Will be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct.</li> </ul>
Destruction or damage to University property or other property in the University community	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> <li>• Will be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct.</li> </ul>
Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of their duties	<ul style="list-style-type: none"> <li>• 2-5 Demerits to Corps Suspension</li> <li>• May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct.</li> </ul>
Insubordination or failure to carry out orders issued by a member of the Commandant's staff, NROTC staff, Corps Housing staff, Cadet officer, Community Leader or Cadet acting in a supervisory capacity,	<ul style="list-style-type: none"> <li>• 2-5 Demerits</li> </ul>
Violation of the University's policy regarding soliciting on campus	<ul style="list-style-type: none"> <li>• 2-5 Demerits</li> </ul>
Interference of free time	<ul style="list-style-type: none"> <li>• 1-3 Demerits</li> </ul>
Negligence of leadership, or dereliction of duty (NOTE: Anyone in the Cadet Chain of Command is responsible for ensuring Cadets under their authority follow and obey the policies, procedures, and rules of the Corps. A Cadet in the Chain of Command must be wise with their use of authority. Their actions and directives must be reasonable and prudent. Negligence of leadership is also applicable at the peer level including but not limited to a Cadet that contributes to the negligent actions of their peers or fails to report negligent actions of their peers.)	<ul style="list-style-type: none"> <li>• 2-5 Demerits</li> <li>• May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.</li> </ul>
Violation of policy on permission to touch	<ul style="list-style-type: none"> <li>• 1-5 Demerits</li> </ul>
Abuse of class relationships	<ul style="list-style-type: none"> <li>• 1-5 Demerits</li> </ul>
Improper Cadet relationships	<ul style="list-style-type: none"> <li>• 1-5 Demerits</li> </ul>
Public display of affection	<ul style="list-style-type: none"> <li>• 1-5 Demerits</li> </ul>
Violation of the Academic Day rule	<ul style="list-style-type: none"> <li>• 5 Demerits to Corps Suspension</li> </ul>

Hazing	<ul style="list-style-type: none"> <li>• Corps Suspension to Corps Expulsion</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</li> </ul>
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**c) Dishonesty**

Furnishing false information to a University official, faculty member, or campus office	<ul style="list-style-type: none"> <li>• 2-5 Demerits to Corps Suspension</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</li> </ul>
Forgery, alteration, or misuse of a University document, key, or identification instrument	<ul style="list-style-type: none"> <li>• 2-5 Demerits to Corps Suspension</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</li> </ul>
Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries	<ul style="list-style-type: none"> <li>• 2-3 Demerits</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</li> </ul>
Unauthorized recording, dissemination, or publication of academic presentations (Including handwritten notes)	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> </ul>
Misuse of computer facilities or resources	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> </ul>

**d) Health and Safety**

Operating any motor vehicle, forklift, or waterfront equipment/vessel on TAMUG grounds in an unsafe manner	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> </ul>
Violation of safe practices and shipboard policies involving highly probable personal injury, loss, or damage to property	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> </ul>
Improper use of safety gear, improper wearing of lifejackets or failure to use such equipment (Harnesses, hearing protection, eye protection, etc.)	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> </ul>
Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Suspension</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</li> </ul>
Participation in pranks or practical jokes that may involve risks of injury to persons or damage to property	<ul style="list-style-type: none"> <li>• 1-5 demerits to Corps Suspension</li> </ul>
Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations	<ul style="list-style-type: none"> <li>• 1-5 Demerits to Corps Expulsion</li> <li>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</li> </ul>

**e) Residence Halls**

Violation of the Department of Campus Living & Learning's policy on appliances	<ul style="list-style-type: none"> <li>• 2-5 Demerits</li> </ul>
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Violation of the Department of Campus Living & Learning's policy on candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots, hibachis, and barbecue grills)	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Violation of the Department of Campus Living & Learning's policy on significant changes/alterations/modifications to an assigned room and/or suite, damaged furniture, missing furniture, room and/or suite damage	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> <li>● In addition to demerits, the Cadet will also be held financially accountable (costs to be determined by the Department of Campus Living &amp; Learning)</li> </ul>
Climbing, rappelling or any related activity is prohibited on the residence hall	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> <li>● Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</li> </ul>
Unauthorized presence on rooftops, overhang, ledge, or areas marked for restricted access for any reason, including sunbathing, stargazing, or walking is prohibited	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Tampering with building smoke/fire detectors, fire sprinkler hardware, and exit signs located in Cadet rooms and/or suite, in hallways, or other common areas, and misuse of fire extinguishers or any other fire safety equipment is prohibited.	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Failure to evacuate. Any Cadet who fails to immediately evacuate a building during an alarm is subject to disciplinary action.	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Disabling, opening, damaging or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation). All hallways, exits, stairwells, doorway or area that may be deemed an "egress" (i.e. window) need to be free from garbage, bicycles, clutter, furniture or other items that may or have a potential to limit entry/exit (including tripping hazards). Propping of any of the building's exterior doors is prohibited.	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Violation of the Department of Campus Living & Learning's policy on combustibles including but not limited to gasoline, fireworks, charcoal and/or charcoal fluid	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Bypassing or tampering with the locking mechanism for any door	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Violation of the University's pet policy	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Throwing any object or item from or to a building or down a hallway or stairwell is prohibited	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Violation of the Department of Campus Living & Learning's policy on visitation	<ul style="list-style-type: none"> <li>● 2-5 Demerits to Corps Suspension</li> </ul>
Removal and/or possession of common area furniture, décor, and equipment	<ul style="list-style-type: none"> <li>● 1-2 Demerits</li> </ul>

- 2) **Category II Violations.** Consists of violations of directives/long-standing, well and properly established University and/or Corps traditions, or customs, standards of courtesy and class privileges. In most cases, these will be handled within the Corps of Cadets through the use of demerits as well as restricted weekends and extra duty.

**a) Uniforms and Grooming**

Failure to pass Command Inspection	● 2 Demerits
Failure to conform to Corps standards for grooming including improper haircut and/or improper hairstyle, improper shave and/or failure to shave	● 1-2 Demerits
Missing parts of uniform or improper placement of uniform decorations (i.e., no name tag, collar device, etc.)	● 1 Demerits
Wearing no uniform or the wrong uniform	● 2 Demerits
Failure to appear for re-inspection of uniform or grooming violations	● 2 Demerits
appeal	● 2 Demerits
Dirty uniform	● 1 Demerits
Uniform not pressed	● 1 Demerits
Improperly arranged ribbons and/or medals	● 1 Demerits
Improperly shined shoes	● 1 Demerits
Wear of unserviceable uniform, cover ,shoes, and/or proper socks	● 1 Demerits
Unauthorized articles (including but not limited to rank, collar device, insignia, ribbons, medals, belts, covers, sunglasses, etc.)	● 1-2 Demerits
Dirty or untrimmed fingernails and/or use of inappropriate nail polish color	● 1 Demerits
Improper wear of the uniform (including untucked shirt, unbuttoned shirt, wrong color socks, wrong undershirt, etc.)	● 1-2 Demerits

**b) Room**

Improperly made rack	● 1 Demerits
Dirty mirror or medicine cabinet	● 1 Demerits
Dirty sink	● 1 Demerits
Dirty toilet	● 1 Demerits
Dirty shower	● 1 Demerits
Excessive dust	● 1 Demerits
Dirty floor	● 1 Demerits
Display of unauthorized/inappropriate material	● 5 Demerits
Closet not properly arranged	● 1 Demerits
Room in gross disorder and/or disarray	● 3 Demerits w/ mandatory inspection within the next 24 hours.
Prohibited Items (Cooking supplies, Pets)	● 2 Demerits
Alcohol related items	● 5 Demerits to Corps Suspension

**c) Formations and Meetings**

Absent from Command Inspection	● 3 Demerits
Absent from weekly personnel inspection	● 2 Demerits
Absent from Formation or required activity	● 2 Demerits

Late for mandatory meetings/formation	• 1 Demerits
Violation of curfew	• 3 Demerits

**d) Administrative Violations**

Failure to comply with a written and/or verbal order or directive	• 2 Demerits
Failure to get the word, including failure to read and understand official Corps email announcements, written announcements, to read watch bills, standing orders, or other official campus notices and publications	• 1 Demerits
Late in submitting forms, muster sheets, watch bills, unit reports, or other documents	• 1 Demerits
Failure to complete unit training assignments	• 1 Demerits
Failure to appear as ordered	• 1 Demerits
Riding bicycles, skateboards, roller blades, scooters, skates, etc. within the residence hall including lobbies, hallways, stairwells and elevators is not permitted	• 2 Demerits

**ARTICLE 808 – REMOVAL OF DEMERITS**

**1) General Information**

- i) All merits and demerits shall be entered within 48 hours of the event/occurrence.
- ii) Cadets are expected to reconcile their demerits that week, unless they have a validated excuse, by the Assistant Commandant assigned to their battalion. Then they must do it the following week.
- b) A Cadet must reconcile all demerits no later than the end of the semester in which the demerits were earned.
  - i) A graduating Cadet who has not reconciled all demerits fifteen (15) University business days before commencement, a graduation hold will be placed on the student's account and the Cadet will be charged with violating 24.4.6 (Failure to Comply) of the Student Conduct Code and may also be charged with violating 24.4.23 (Abuse of Student Conduct Process) of the Student Conduct Code.
  - ii) For those Cadets not graduating, demerits not reconciled by the start of the registration period, will have a registration hold placed on the student's account, and any demerits not reconciled by the end of the current semester in which they were earned will roll over to the following semester.

**2) Reconciliation of Demerits**

- a) Each Cadet is responsible for viewing and tracking their merits/demerits regularly to ensure their merits and demerits were entered correctly.
- b) Appeals of demerits must be submitted through CorpsApps within seven (7) days of issuance to be considered. Missing merit entries must be addressed thru the cadet's chain of command within 30 calendar days, or the cadet forfeits those merits.

- c) Each merit earned can be used to reconcile each demerit received in equal proportions. For example, one (1) merit can be used to reconcile one (1) demerit. In most cases, this reconciliation is automatic.
- d) Cadets who do not have any merits can reconcile demerits based on service hours. One service hour (60 minutes) clears ONE demerit. Service hours are reported in one-hour increments only.
- e) Commandant Approved Community Service. Pre-determined and/or pre-scheduled community service hours approved by the Commandant in partnership with the University as well as 501(c)3 agencies and/or 501(c)3 organizations outside the campus community.
  - i) The Commandant, or their designee, is the only person that can authorize Commandant Approved Community Service.
- f) Corps Service Hours. These are community service hours committed directly to the Corps of Cadets as approved by the Commandant. These hours may include picking up trash in the TAMMA Parking Lot and access roads, supervised trash pick-up of Rattle Snake Road, and various other projects in the immediate vicinity of TAMMA Hall or the TAMUG Campus.

## CHAPTER 9 – MERITORIOUS CONDUCT

### ARTICLE 901 – MERITORIOUS CONDUCT

- 1) Merits are awarded for acts of courage, exceptional behavior, and significant contributions to the University, the Texas A&M Maritime Academy, the Corps of Cadets, and quality of life of the members of the campus community. Merits are not generally awarded for actions performed as part of an assigned work project, required functions, or activities counted as campus stewardship. Any member of the Corps of Cadets, Staff, or Faculty may recommend a Cadet to receive merits.
- 2) Merit Levels
  - a) **Category I Meritorious Acts** – Meritorious acts of distinguished or significant service to the Corps that have a lasting positive effect for the Corps and life of Cadets. Also includes meritorious acts above-and-beyond the normal course of duty, including acts of bravery, heroism, and courage by a Cadet.

	<u>Merits</u>
Acting above-and-beyond the call of duty in the face of imminent danger <ul style="list-style-type: none"> <li>• <i>Responding to emergency situations on board the training ship</i></li> <li>• <i>Responding to or rendering assistance to a serious injury on campus</i></li> </ul> <p><i>* Can only be awarded by the Commandant. Review and consideration will be made based on documentation and record of the action above-and-beyond the call of duty.</i></p>	10-20*
Demonstration of Meritorious Service: <ul style="list-style-type: none"> <li>• <i>Volunteering or serving with a student organization/committee (i.e., Big Event, Walk-a-Mile in Her Shoes, Relay for Life)</i></li> <li>• <i>Volunteering and completing a significant campus beautification project (when not counting hours for campus stewardship)</i></li> <li>• <i>Volunteering and serving in Corps-sponsored community awareness programs such as Walk-a-Mile in Her Shoes, etc.</i></li> <li>• <i>Completing Step In Stand Up training</i></li> <li>• <i>Agreeing to and presenting information about the Corps of Cadets and the Texas A&amp;M Maritime Academy to a civic organization (i.e., A&amp;M Mothers' Club)</i></li> <li>• <i>Participating in a Student Leadership Development program sponsored by the Division of Student Affairs</i></li> <li>• <i>Participating in diversity initiatives sponsored by the Division of Student Affairs</i></li> </ul>	1-3

- b) **Category II Meritorious Acts** – Meritorious acts that display exceptional professionalism, unrelenting perseverance, and loyal devotion to duty that reflects credit upon the Cadet and are in keeping with the highest traditions of the Corps of Cadets and Texas A&M University at Galveston.

	<u>Merits</u>
Volunteering for service during a function (when not counting hours for campus stewardship)	1
Giving blood during a University sponsored blood drive	1
Service to the Corps of Cadets <ul style="list-style-type: none"> <li>• <i>Picking up trash, providing ad hoc tours to guests, etc.</i></li> </ul>	1

Assistance to faculty and/or staff (submission must be by the faculty and/or staff member) • <i>Classroom set-up</i>	1
Receiving an “Outstanding” by the Commandant during a Command Inspection	1

- c) **Category III Meritorious Acts** – Class III merits are earned for campus stewardship as indicated below and are awarded by the Assistant Commandants:

	<u>Merits</u>
Participation in a 5K event on campus  <i>*Proof of participation must be provided.</i>	1*
Serving as a non-member volunteer for a function hosted by a University recognized student organization (outside the Corps of Cadets)  <i>*Documentation must be provided by the President (or Vice President) of the organization hosting the function.</i>	1*

- 3) Merits for community service (time donated to charity organizations) will be awarded under the following guidelines:
- One (1) merit may be awarded for every sixty (60) minutes of community service completed. In order to receive merits for community service, the Cadet must provide the following to their Company Commander or Company Disciplinary Officer and must also include the information into CMS:
    - Name of organization for which service was provided AND location for which service was performed.
    - Name and contact information of volunteer coordinator for service provided/performed.
    - Description of service provided/performed
    - All submissions are subject for review by the Commandant or their designee.
  - Community service includes activities such as volunteering at an animal shelter, food bank, soup kitchen, youth group, etc.
    - Activities such as Seawolf Park when conducted for maintenance hours or restricted weekend activities (i.e., picking up trash) does not constitute community service.
  - Cadets submitting fraudulent community service entries shall be disciplined through the university conduct system

#### ARTICLE 902 – MERIT EXCHANGE

- The Merit Exchange program offers an opportunity for cadets to request to exchange their earned merits for excused absences from a specific Corps activity. This program is a privilege afforded to cadets in good standing and may be revoked by the leadership and Commandant Staff.
- Cadets who wish to be excused from activities and do not meet the Rule 7 (<https://student-rules.tamu.edu/rule07/>) University Excused absence, should utilize the merit exchange program.



### 3) Merit Exchange Procedures

#### a) Regulations

- i) Cadets are allowed to exchange merits for excusal from a total of three (3) events per calendar month. Merits may be exchanged for excusal from formations (in-hallway or outside), room inspections, physical training (PT), Call to Quarters (CQ), and Midnight Yell.
  - (1) Merit exchanges cannot be used to excuse cadets from formations with Master at Arms inspections or Midnight Yell before a scheduled march-in.
  - (2) Merit exchanges cannot be used for Silver Taps, Muster, or Corps March-In events.
- ii) Cadets may be excused from events in any combination they wish each month. For example, a cadet may request off from one formation and one PT session in one week and one room inspection the next. The next month, that cadet may request off from two formations and a room inspection in another week.
- iii) To submit a Merit Exchange, cadets should utilize the Military Letter function in CorpsApps. Cadets shall identify which event(s) they request to be excused from, the specific date(s) of that event, and how many merits are being exchanged. Merit exchanges must be submitted seven (7) calendar days prior to the requested date.
  - (1) Merit Exchanges should be written as:

*"I am requesting to exchange XX number of merits in order to miss (event)."*
- iv) The Battalion Assistant Commandant will review the request and check the cadet's merit balance. If the cadet has a sufficient merit balance, the Assistant Commandant will deduct the appropriate number of merits from the cadet's CorpsApps account and approve the request. Once a request is approved, a cadet cannot cancel the request and have the merits returned to their account.
- v) To be eligible for Merit Exchange a cadet must:
  - (1) Be in "Good Standing" with the Corps of Cadets and Texas A&M University, as specified within the Corps Operations Manual and the Texas A&M University at Galveston Student Rules, as well as enforced by our Superintendent, Commandant, Corps Commander, and Deputy Corps Commander.
  - (2) Maintain a disciplinary record with ZERO (0) active demerits.

#### b) Exchange Rates:

- i) Formation: 1 merit
- ii) Room Inspections: 2 merits
- iii) Physical Trainings: 2 merits
- iv) Call to Quarters: 1 merit

v) Midnight Yell: 2 merits

## CHAPTER 10 – MASTS AND HEARINGS

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### ARTICLE 1001 – BATTALION MAST

- 1) Once a Cadet has accumulated a total of 5 semester demerits, a counseling session should be conducted within five (5) University business days. The Cadet will be notified by the appropriate Company staff member of their required presence.
- 2) Battalion Mast will consist of the Battalion Commander (or designee), the Battalion Executive Officer, and the Cadet's Company Commander. Attendance of the Battalion Mast by the Cadet charged is not required; however, it is encouraged so that pertinent information may be heard. The panel will discuss the reasoning and causation behind each demerit received by the Cadet and attempt to find resolution to prevent repetition of such behavior. If deemed necessary by the panel, in consultation with the Master at Arms, the Cadet may be assigned the following:
  - a) One (1) restricted weekend.
  - b) One (1) or (2) marching tours.
  - c) 500-word essay on a topic of the panel's choosing related to the offense.
  - d) Assignment to extra duty
  - e) Assignment of one (1) to two (2) hours of mandatory community service at a location approved by the Commandant.
  - f) Other incentives deemed necessary by the Battalion Commander (or designee). Items not explicitly mentioned within this article must be approved by the Master at Arms prior to assignment of punishment.
- 3) All Battalion Masts will be completed using the Corps Counseling form. Cadets may appeal the decision of a Battalion Mast via email to the Master at Arms (corpsmass@tamug.edu) within five (5) University business days of the Battalion Mast.
  - a) The Battalion Commander or the Battalion Executive Officer are required to submit a copy of the completed Corps Counseling form via email to the Master at Arms (corpsmaa@tamug.edu) within three (3) University business days of the Battalion Mast. Failure to submit a completed Corps Counseling form within the allowed time period will prevent the form from being introduced in the appeal process and will result in disciplinary action against the Battalion Commander
  - b) A Cadet will not be sent to a Cadet Mast or Corps Review Board without a Battalion Mast on file.

### ARTICLE 1002 – CORPS MAST

- 1) Corps Mast generally will hear cases of Cadets who have accumulated 10 or more demerits throughout the semester.
- 2) Composition:
  - a) The Cadet Mast shall consist of the Master at Arms, a Battalion Commander (or designee), and a Company-level leader (i.e., CO, XO, or SCPO).
    - i) An additional member to Cadet Mast can be added by the Master at Arms in consultation with the Corps Commander.

- ii) If the cadet in question is a NROTC/SSMP Midshipman, the NROTC Commander (or designee) will also hear the mast.

3) Notification to the Office of the Commandant

- a) For records purposes only, the Office of the Commandant is notified of all scheduled Cadet Masts. The notification shall be made before the Cadet Mast begins. A follow-up notification will be made to the Commandant upon conclusion of the Cadet Mast.

4) Notification to the Cadet

- a) Written notification must be given to the Cadet at least three (3) Corps days prior to the scheduled Cadet Mast. The notification must include the charge(s) for which the Cadet is being summoned to Cadet Mast.
  - i) In some instances, depending on the severity of the infraction, and the timing of the Cadet Mast, it may not be possible to provide the minimum three (3) days-notice.

5) Hearing procedures:

- a) Cadet Mast will be scheduled by the Master at Arms in consultation with the appropriate company staff. All efforts will be made to hold Cadet Mast at the same time each week, but is not guaranteed.
- b) During Cadet Mast, the panel chair will remind the Cadet of the charges and will then give the Cadet a chance to explain themselves. Members of the panel may ask questions as needed.
  - i) After the Cadet has completed their explanation and questions have been answered the Cadet will leave the room so the panel can discuss the information and render a decision.
  - ii) Per University regulation, all Masts are recorded. Cadets will be made aware of this fact before the Mast begins.
- c) Decisions from Cadet Mast shall be made immediately unless it is agreed by the members of Cadet Mast that more time may be necessary to ascertain the facts.
  - i) Cadet Mast will only find the Cadet responsible or not responsible.
    - (1) In a finding of responsibility, the panel may assign one or more of the following sanctions:
      - (a) Warning
      - (b) Relief of command or position
      - (c) Reduction of Cadet rank
      - (d) Restitution (i.e., payment of damages)

(e) Restricted Weekends and/or Extra Duty

(f) Letter of Reprimand

(g) Commandant Approved Community Service

(h) Corps Service Hours

(i) Demerits

(i) If the responsible Cadet already has demerits for the charges being heard, the panel cannot increase the number of demerits.

d) If the Cadet fails to show for Cadet Mast, then the original sanction shall stand. Although the Cadet was not present, they may still appeal.

6) Appeals:

a) Any Cadet who wishes to appeal the sanctions of Cadet Mast must notify the Office of the Commandant within five (5) University business days of the decision from Cadet Mast. The Cadet must submit the appeal in writing via the Corps Appeal Form and must include explanation as to the basis of appeal.

b) Appeals related to Cadet Mast will be conducted as an administrative appeal hearing by an Assistant Commandant. The Assistant Commandant may invite members of the Cadet Mast into the appeal hearing should there be any questions related to the initial Cadet Mast.

i) The Assistant Commandant may only take one of the following actions: grant the appeal; deny the appeal; or reduce the sanction(s).

ii) The decision of the Assistant Commandant is final.

ARTICLE 1003 – CORPS SUITABILITY HEARING

4) A Corps Suitability Hearing is held for all Category I violations as well as any cases in which a Cadet may be separated from the Corps.

5) At the discretion of the Commandant, a Corps Conduct Administrative Hearing can either be held by just the Commandant (or designee) or may involve a panel.

a) If a panel is to be utilized, it shall consist of the following individuals:

i) Commandant (or designee)

ii) One Assistant Commandant

iii) One Texas A&M Maritime Academy Faculty member

iv) One member of Corps Staff

- v) One member of Battalion Staff
  - vi) One Company Commander
  - vii) One member of the NROTC Staff is the individual is a NROTC/SSMP Midshipman
  - b) During the summer, Corps Suitability Hearings will be conducted by the Office of the Commandant and a panel of University Staff and Faculty members.
- 6) Hearing procedures:
- c) Corps Suitability Hearings will be conducted as the need arises based on documentation or incident reports.
  - d) Information regarding cases to be heard will be reviewed by the Commandant prior to the hearing.
  - e) Attendance of the Corps Suitability Hearing by the Cadet charged is not required; however, it is encouraged so that pertinent information may be heard.
  - f) At the discretion of the Commandant, witnesses may be interviewed prior to or during the Corps Suitability Hearing.
  - g) If a Corps Suitability Hearing panel is utilized, the panel members will vote on the findings and sanction for each case heard. The Commandant will serve as a non-voting member.
- 7) Sanctions:
- h) In a finding of responsibility, the following sanctions are authorized through a Corps Conduct Hearing, regardless of if it is heard by the Commandant alone or if a panel is utilized.
    - (a) Corps Conduct Review which may include one or more of the following:
      - (i) Warning
      - (ii) Letter of Reprimand
      - (iii) Demerits
        - 1. Available only if the Cadet found responsible was not issued demerits as part of the violation.
      - (iv) Restricted Weekends and/or Extra Duty
      - (v) Corps Service Hours
      - (vi) Commandant Approved Community Service
      - (vii) Restitution (i.e., payment of damages)
    - (b) Corps Conduct Probation which may include one or more of the following:

- (i) Any of the items listed in 1103.4.a.a above
- (ii) Ineligibility for training-at-sea
- (iii) Relief of command or position
- (iv) Reduction of Cadet rank
- (c) Corps Suspension
- (d) Corps Expulsion

8) Appeals:

- i) A Cadet may only appeal sanctions of Corps Conduct Probation, Corps Suspension, and Corps Expulsion. Corps Conduct Review sanctions cannot be appealed.
- j) The appeal must be made in writing to the Superintendent through the Commandant within five (5) University business days of the decision from Corps Suitability Hearing. The Cadet must include explanation as to the basis of appeal.
- k) By practice, the appealing Cadet will only appear before the Superintendent if summoned.
- l) By practice, the Superintendent will review all documentation associated with the case and render a decision. The decision of the Superintendent is final.

## CHAPTER 11 – ALCOHOL AND DRUGS

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### ARTICLE 1101 – GENERAL INFORMATION

- 1) Pursuant to 33 CFR 95.020 (Standard for Under the Influence of Alcohol or a Dangerous Drug):

*An individual is under the influence of alcohol or a dangerous drug when:*

- (a) The individual is operating **a recreational vessel** and has a Blood Alcohol Concentration (BAC) level of .08 percent or more, by weight, in their blood;*
- (b) The individual is operating **a vessel other than a recreational vessel** and has an alcohol concentration of .04 percent by weight or more in their blood; or,*
- (c) The individual is operating **any vessel** and the effect of the intoxicant(s) consumed by the individual on the person's manner, disposition, speech, muscular movement, general appearance, or behavior is apparent by observation.*

### ARTICLE 1102 – ALCOHOL USE

- 1) Alcohol is prohibited on the campus property of Texas A&M University at Galveston. Regardless of location (i.e., on-campus, off-campus, on training-at-sea), all Cadets are required to comply with the University's rule regarding alcohol as referenced in 24.4.13 of Texas A&M University at Galveston Student Rule 24 – Student Conduct Code ([https://www.tamug.edu/studentrules/Student\\_Life\\_Rules/24\\_Student\\_Conduct\\_Code.html](https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html)).
- a) Cadets violating 24.4.13 – Alcohol will be charged with violating Corps and University Student Rules and with Conduct Unbecoming of a Cadet. Intoxicated Cadets will be sanctioned under the rules of the training ship as well as the Corps Operations Manual and University rules.
  - b) Cadets will not consume alcohol while in uniform on and/or off-campus unless specifically approved by the Commandant or designated representative. Cadets performing a duty representing the University or the Corps of Cadets will not consume alcohol during the period starting twelve (12) hours prior to the duty and ending after the completion of the duty.
    - i) For off-campus events, the duty begins at the planned/actual departure from the campus for the event and the completion of duty is upon return to the campus. Exceptions to this policy can only be granted by the Commandant.
  - c) Cadets who are 21 years old or older and publicly intoxicated, on and/or off-campus, will be charged with violating University Student Rules. This rule also applies to Cadets, who allow, provide, or do not attempt to stop a Cadet under the age of 21 from drinking, on and/or off campus. Sanctions for most alcohol-related infractions include University/Corps Conduct Probation and alcohol abuse education. Cadets who provide alcohol to minors may be suspended from the Corps for at least one semester.
  - d) Cadets who are under the age of 21, and in possession of, or drinking alcohol, or publicly intoxicated, on and/or off-campus, will be charged with violating University Student Rules. Sanctions for most under 21 alcohol-related infractions include University/Corps Conduct Probation, alcohol education, and a letter to the Cadet's parents/guardian.



- e) During training-at-sea, Cadets in possession of alcohol, consuming alcohol, or are intoxicated are subjected to the rules of the training ship, the rules established in the Sea Term Manual, and the Texas A&M University at Galveston Student Rules.
    - i) Cadets found responsible and sanctioned for violating the alcohol policy while on training-at-sea, shall be adjudicated further by the Corps of Cadets and the Texas A&M Maritime Academy upon returning from cruise, if not sooner.
  - f) In addition, while on any training sea term, all Cadets are subject to U. S. Coast Guard Drug and Alcohol Testing, in accordance with 46 CFR Parts 4 and 16.
    - i) Suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year is possible if the Cadet's alcohol concentration in their blood exceeds what is stated in 33 CFR 95.020(c).
- 2) If you know of a Cadet who appears to have a serious drinking problem (e.g., constantly drinking, getting drunk several nights a week, etc.) express your concerns to an Assistant Commandant. If the Cadet of concern is having drinking problems, they also may be having other problems (e.g., social, academic, mental, physical, etc.). Referral of the Cadet to Counseling & Career Services (<https://www.tamug.edu/counsel/>) may also help.

#### ARTICLE 1103 – ILLEGAL DRUG USE & ABUSE OF LEGAL SUBSTANCES

- 1) The use of illegal/inappropriate drugs in the Corps of Cadets is a violation of U. S. Coast Guard regulations and Texas A&M University rules and runs counter to the values we hold, and our vision for character and leadership development. Illegal drug use in the Corps of Cadets at any time will result in a mandatory one year suspension from the Corps of Cadets and completion of a U.S. Coast Guard substance abuse treatment program. Being under the influence and/or misuse of a controlled substance, or abuse of prescription drugs will also not be tolerated. This also includes substances similar to that of a controlled substance (e.g., CBD products, “synthetic drugs”, etc.). Cadets should reference 24.4.12 of Texas A&M University at Galveston Student Rule 24 – Student Conduct Code ([https://www.tamug.edu/studentrules/Student\\_Life\\_Rules/24\\_Student\\_Conduct\\_Code.html](https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html)).
- a) Inappropriate drugs are defined as non-prescription substances that produce effects that impair the judgment of the cadet and interfere with “good order and discipline” (e.g., salvia, “herbal tobacco”, etc.). Use of prescription drugs without a valid prescription is illegal. Cadets found misusing prescription medications will be treated though they were using illegal drugs.
- b) Cadets should submit any information regarding illegal drugs in the residence hall to the appropriate authority (i.e., Deputy Superintendent, Director of Student Life or their community leaders, etc.), who will notify Campus Police and take appropriate student conduct action.
  - i) In the event of an overdose or other drug related problems needing medical attention, call the emergency number 911.
- c) As a deterrent against the illegal use of drugs, all Cadets are subject to selection for a random drug test. At random times during the school year, Cadets will be notified via school email or in person at ZOPT 100/300 that they have been selected for a drug test and must comply. A Cadet may be removed from a training cruise and/or the Corps for non-compliance.

Cadets who violate 24.4.12 – Drugs will be co-adjudicated by the Corps of Cadets and the University. Cadets found responsible for violating 24.4.12 – Drugs are normally suspended from for one year. If the Cadet is allowed to remain in the University (due to extraordinary circumstances, or is readmitted, they may be required to submit to drug testing (at their own expense) and test negative on all required drug tests as outlined in the sanction letter from the

Corps. Additional provisions on drug related sanctions may be required by the Commandant. The Corps sanction letter and any provisions required from the Commandant is in addition to the sanctions outlined in the University sanction letter.

- d) On a training cruise, Cadets in possession of drugs, consuming drugs, or are under the influence of drugs will be subjected to the rules of the training ship and the Texas A&M University at Galveston Student Rules.
  - e) Cadets found responsible and sanctioned for violating the drug policy while on training cruise, shall be adjudicated further by the Corps of Cadets and the Texas A&M Maritime Academy upon returning from cruise, if not sooner. The usual sanction for any Cadet testing positive in a drug test is suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year.
- 2) All cadets are required to comply with the University's rule regarding drugs as indicated in Texas A&M University at Galveston Student Rule 24 – Student Conduct Code ([https://www.tamug.edu/studentrules/Student\\_Life\\_Rules/24\\_Student\\_Conduct\\_Code.html](https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html)) as well as the Random Drug Testing Policy and Drug Testing Policy for Documented Employees and Students below.
- a) Random Drug Testing Policy:
    - i) All cadets are required to comply with Texas A&M Maritime Academy's drug testing policy for documented employees and students as referenced in Article 1403 below.
    - ii) The use of illegal drugs in the Corps of Cadets runs counter to the values we hold, and our vision for character and leadership development. This policy outlines Cadet Expectations for compliance, execution of random drug testing, and actions taken upon the results of a positive test or when Cadets are found to be using or possessing illegal drugs.
    - iii) Illegal drug use will not be tolerated. Being under the influence and/or misuse of a controlled substance, or abuse of prescription drugs will also not be tolerated. This also includes substances similar to that of a controlled substance (e.g., "designer drugs").
    - iv) As a deterrent against the illegal use of drugs, and in accordance with Department of Transportation procedures, all Cadets are subject to selection for a random drug test.
      - (1) At random times during the school year, Cadets will be informed that they have been selected for a drug test. They must comply with procedures of the published program within the time specified or be dismissed from the Corps for non-compliance.
      - (2) Cadets may be informed by school email, or at ZOPT 100/300 that they have been selected for a drug test.
    - v) They must comply with CFRs of the published program within the time specified or be dismissed from a summer cruise and the Corps for non-compliance.
    - vi) In accordance with 46 CFR 16.230, refusal to participate in a drug test, constitutes a "positive" drug test and the appropriate disciplinary actions will follow.
  - b) Drug Testing Policy for Documented Employees and Students:

- i) In accordance with procedures for Transportation Workplace Drug Testing programs established by the Office of the Secretary of the Department of Transportation and administered under U.S. Coast Guard Regulations, 46 CFR Parts 4, 5, and 16; Texas A&M University at Galveston shall test for the following drugs: marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines. All tests shall be performed by the Department of Health and Human Services (DHHS) certified laboratories which meet the requirements of 49 CFR 40.
- ii) University Policy - Employees Holding a Merchant Marine Document and Cadets Who Test Positive

A TAMUG employee or cadet who, under any testing procedure required by this Policy, tests positive or refuses to submit to a test shall be removed from duties which directly affect the safety of the vessel's navigation or operations as soon as practicable, and will be subject to job termination and/or suspension from the Corps of Cadets, as applicable and will be reported to the Coast Guard as required under 46 CFR 16.201. An employee or cadet who tests positive during a cruise period, shall be terminated or suspended from the Corps, as applicable, and the employee or cadet shall be responsible for their cost to return home.

A person terminated from employment or suspended from the Corps may reapply for employment or readmission to the Corps in accordance with this Policy. Readmission to the Corps will be on a case-by-case basis, taking into account the person's prior performance and potential.

iii) Pre-Employment Testing

Commencing 21 December 1989 all persons applying for employment with TAMUG who are required to hold a Merchant Marine license or document and license-option cadets prior to their first training cruise shall be required to pass a chemical test for dangerous drugs.

- (1) Exempted from this requirement are individuals who possess satisfactory proof that they have passed a pre-employment test for another employer or a periodic chemical test within the previous six months. Also exempted are persons who have been subject to a random drug testing program meeting the requirements of 46 CFR part 16.230 during the period of the previous twelve months. These persons must present proof that they have not failed or refused to participate in such testing.
- (2) In the event that an employee applicant's drug screen is positive and that person is holding a valid Merchant Marine license or document, the test results will be reported in writing to the nearest Coast Guard Officer in Charge Marine Inspection, (OCMI). Also, in the event of a positive screen of an applicant or refusal to take a test, there will be no consideration of employment.
- (3) The employee applicant who was denied employment because of a positive drug screen may reapply for employment after six months. At that time, the applicant must submit a current drug free certificate from a recognized Medical Review Officer (MRO). Employment will be considered based on the individual meeting the job requirements for the position. In addition, the individual shall agree to be subject to increased, unannounced testing for a period as determined by the MRO of up to 60 months.

iv) Random Testing

All students and employees working for the University who, by law and assigned responsibilities, are required to hold a Merchant Marine document shall be subject to random drug testing in accordance with regulations promulgated by the Coast Guard.

- (1) Each employee and cadet shall have an equal chance of selection for testing through their period of employment or enrollment as a student. The selection shall be made by drawing up to twenty-five percent of the employee and cadet names at a time. All personnel whose names have been drawn shall be placed back into the pool so that their names could be drawn again.
- (2) Crew members and cadets will be tested on an annual rate of not less than fifty percent.
- (3) The test results of any crew member or cadet testing positive will be reported in writing to the nearest Coast Guard Officer in Charge, Marine Inspection (OCMI).

v) Periodic Testing

Any employee, working for the University, who is an applicant for an original issuance or a renewal of a license or certificate of registry (COR), a raise in grade of a license, a higher grade of COR, an original issuance of a merchant mariner's document (MMD), the first endorsement as an able seaman, lifeboatman, qualified member of the engine department, or tankerman, or a reissuance of an MMD with a new expiration date shall be required to pass a chemical test for dangerous drugs.

- (1) The applicant shall provide the results of the test to the Coast Guard Regional Examination Center (REC) at the time of submitting an application.
- (2) The test results must be completed and dated not more than 185 days prior to submission of the application.
- (3) An applicant need not submit evidence of passing a drug test as required above if he or she provides satisfactory evidence that:
  - (a) he or she has passed a chemical test for dangerous drugs within the previous six months with no subsequent positive chemical test during the remainder of the 6 month period; or
  - (b) during the previous 185 days been subject to a random testing program required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs.

vi) Serious Marine Incident Testing

The University will test an individual whose action or failure to act is determined to be a causative factor in the events leading to a serious marine incident in accordance with 46 CFR 4.06.

- (1) A serious marine incident is defined as:

Any marine casualty or accident that occurs upon the navigable waters of the United States, its territories or possessions or any casualty or accident wherever such casualty or accident occurs involving any United States' vessel, including accidental grounding, or any occurrence involving a vessel which results in damage by or to the vessel, its apparel, gear, or cargo, or injury or loss of life of any person; and includes among other things, collisions, stranding, groundings, foundering, heavy weather damage, fires, explosions, failure of gear and equipment and any other damage which might affect or impair the seaworthiness of the vessel which must be reported to the Coast Guard under 46 CFR 4.05-1 and which results in any one of the following:

- (a) One or more deaths;
  - (b) An injury to a crew member, passenger, or other person which requires professional medical treatment beyond first aid, or which renders the individual unfit to perform routine vessel duties;
  - (c) Damage to property in excess of \$100,000.00;
  - (d) Actual or constructive total loss of any vessel subject to inspection;
  - (e) Actual or constructive total loss of any self-propelled vessel not subject to inspection under 46 U.S.C. 3301 of 100 gross tons or more;
  - (f) Discharge of oil of 10,000 gallons or more, whether or not resulting from a marine casualty; or
  - (g) Discharge of a reportable quantity of hazardous substance, whether or not resulting from a marine casualty.
- (2) Any crew member or cadet on the training vessel who is determined to be directly involved in a serious marine incident shall provide, within 24 hours of the incident, urine specimens, and blood or breath specimens, or both for chemical tests as required by 46 CFR 4.06-10 when directed to do so by the University or a law enforcement officer.
- (3) If an individual refuses to provide blood, breath or urine specimens, this refusal shall be noted on Form CG-2692B and in the vessel's official log book.
- (4) No University crew member or cadet may be forcibly compelled to provide specimens for chemical tests required by 46 CFR 4; however, refusal is considered a violation of regulation and could subject the individual to suspension and revocation proceedings under 46 CFR 5 and removal from any duties which directly affect the safety of the vessel's navigation or operations.
- (5) Whenever a crew member or cadet has been identified as being directly involved in a serious marine incident, CG-2692B form shall be completed and submitted to the nearest OCMI. The test results shall be submitted to the same OCMI for each person who was on the original form CG-2692B.

In incidents involving discharges of oil or hazardous substances, a report will be filed with the Coast Guard OCMI having jurisdiction over the location where the discharges occurred or nearest the port of first arrival following the discharge. Any TAMUG crew member or cadet who has been identified as being directly involved shall be tested as per the requirements of 46 CFR 4.06 and results reported to the same OCMI.

vii) Reasonable Cause Testing

The University shall require any crew member or cadet who is reasonably suspected of using a dangerous drug to be chemically tested for dangerous drugs.

- (1) The University's decision to test shall be based on a reasonable and articulable belief that the individual has used a dangerous drug based on direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use. Where practicable, this belief should be based on the observation of the individual by two persons in supervising positions.
- (2) When the University requires testing of an individual under the provisions of this section, the individual shall be informed of that fact and directed to provide a urine specimen as soon as practicable. This fact shall be entered in the vessel's official log book.
- (3) If a crew member or cadet refuses to provide a urine specimen when directed to do so by the University under the provisions of this section, this fact shall be entered into the vessel's official log book.
- (4) The test results of any crew member or cadet testing positive will be reported in writing to the nearest Coast Guard OMCI.

viii) Test Collection and Handling Procedures

Urine specimens shall be collected by trained personnel using collection and shipping kits meeting the requirements of 40 CFR 49 and CFR 40 and 46 CFR 16.330 (b). The University shall ensure that the collection site is adequate to provide for collection security, temporary storage, and expeditious shipping of specimens to a DHHS-certified laboratory.

- (1) Security procedures shall provide a secure collection site.
- (2) No unauthorized personnel shall be permitted in any part of the collection site when specimens are collected nor shall unauthorized personnel be allowed access to stored specimens. Safeguards to ensure integrity of specimens shall be maintained at all times.
- (3) TAMUG shall establish and maintain a chain of custody for each specimen to be chemically tested. If a specimen is not immediately prepared for shipment, it shall be safeguarded during temporary storage. TAMUG shall make every effort to minimize the number of persons handling specimens.
- (4) The Training ship shall have in possession at all times specimen collection and shipping kits (that meet 49 CFR 40) to be used to collect specimens and ship them to a certified drug testing laboratory.
- (5) TAMUG shall ensure that the specimen and chain of custody documents are promptly shipped by an expeditious means to a certified testing laboratory.

ix) Medical Review Officer (MRO)

TAMUG shall designate a MRO meeting the qualifications of 49 CFR 40.27 and 49 CFR 40.33(b).

- (1) All laboratory reports will be sent to the designated MRO. Whenever a report contains a confirmed positive result, the MRO shall review and interpret the report and submit the findings to TAMUG.
- (2) In accordance with 46 CFR 16.201 (e) and 46 CFR 16.370 (d), before a crew member who has had a positive report may return to work, the MRO shall determine that the crew member is drug free and the risk of subsequent use is sufficiently low to justify return to work.
- (3) Before a cadet who has had a positive report may report onboard in a working/training capacity, the MRO shall determine that the cadet is drug free and the risk of subsequent use is sufficiently low to justify return onboard in a working/training capacity.
- (4) Any crew member or cadet who has failed a chemical test shall agree to be subject to increased, unannounced testing for a period as determined by the MRO up to sixty months or until no longer employed or discharged from the cadet training program.

x) Record keeping

The Superintendent's Office will maintain all results of drug screens on students. Employees' results will be filed in the Human Resources Office. All drug screens are considered confidential. Only persons who have a legitimate need to know the test results shall be informed.

- (1) Negative Tests shall be maintained by TAMUG for a period of one year.
- (2) Positive Tests shall be maintained by TAMUG for five years and shall be made available to the Coast Guard upon request.
- (3) TAMUG records shall contain the total number of crew members and cadets tested annually in each category of the testing program, including the annual number of individuals testing positive and the number and types of drugs for which individuals tested positive.

xi) Release of Information

Except as provided for in 46 CFR 16 and 46 CFR 4.06-60, TAMUG shall not release individual test results or other personal information from anti-drug program records.

- (4) Individual results from a drug test required by 45 CFR 16 may be released if the individual tested signs a specific authorization for the release of the results to an identified person.
- (5) Nothing in this section shall prevent an individual tested under this policy from obtaining the results of that test.

xii) Employee/Cadet Assistance Program

TAMUG shall provide an Employee/Cadet Assistance program (ECAP). TAMUG's ECAP shall include education and training on drug use for crew members, cadets and ship supervisory personnel. The program will include the following elements:

(1) ECAP Training Program

- (a) Effects and consequences of drug and alcohol use on personal health, safety and work environment.
- (b) The manifestations and behavioral clues that may indicate drug and/or alcohol use and abuse.
- (c) Documentation of training given to supervisory personnel, crew members and cadets. Supervisory personnel shall receive at least sixty minutes of training. All documentation of training records for students shall be available from the Commandant and for employees in the Galveston Human Resources Office.

(2) ECAP Education Program

- (a) Display and distribution of informational material.
- (b) Display and distribution of a community service hot-line telephone number for crew member assistance.
- (c) Display and distribution of the University's policy regarding drug and alcohol use in the workplace.

ARTICLE 1104 – DISCIPLINE AND DISMISSAL FOR POSITIVE DRUG TEST

- 1) The usual sanction for any Cadet testing positive in a drug test is suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year.
  - a) Pursuant to 46 CFR, 16.230, refusal to participate in a drug test, constitutes a “positive” drug test; therefore, the usual sanction of suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year applies.



## **CHAPTER 12 – FORMATIONS AND DRILL**

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### **ARTICLE 1201 – FORMATIONS**

- 1) It is mandatory for all Cadets to attend formation.
  - a) Muster will be taken and general inspection will be conducted.
    - i) Cadets will receive demerits if they do not attend formation, are not groomed (i.e., unshaven, need of haircut, etc.), or they are not in the correct uniform.
    - ii) Cadets who stood the 0000-0400 or 0400-0800 watch are excused from formations that day.
  - b) Mandatory formations and Corps Trips.
    - i) Corps Trips are directed by the Superintendent.
      - (1) Excused absences from mandatory activities require a military letter submitted in CorpsApps and approved by the Commandant (or designee).
      - (2) Transportation will be provided for all cadets.
      - (3) Cadets wishing to utilize another form of transportation must submit a Risk Management form no later than two (2) business days prior to the trip.
      - (4) Failure to attend will result in the awarding of demerits.
      - (5) Failure to obey a direct order from the Superintendent will result in appropriate discipline that may include conduct review and conduct probation.

### **ARTICLE 1202 – PURPOSE OF FORMATIONS**

- 1) Formation of units is a critical part of close order drill. The purpose of formations are:
  - a) To build unit cohesion and esprit de corps by recognizing Cadets during awards and promotion ceremonies.
  - b) To maintain continuous accountability and control of personnel.
  - c) To provide frequent opportunities to observe the appearance and readiness of the uniforms of each Cadet.
  - d) To keep each Cadet informed by providing the means to pass the word.
  - e) To develop command presence in unit leaders.
  - f) To instill and maintain high standards of military bearing and appearance in units and in each Cadet.
  - g) To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

### **ARTICLE 1203 – EXCUSAL FROM MANDATORY EVENTS**

- 1) Cadets may be excused from mandatory corps events with approval from the Office of the Commandant. Excusal is at the discretion of the Commandant (or designee). Excusal disapprovals may be appealed to the

Commandant who will make the final decision.

- 2) Excusals should be in the form of a Military Letter submitted via CorpsApps.
  - a) Military letters should include when the cadet is wanting to be excused and for what reason.
  - b) Example:

*"I am requesting to be excused from room inspection on Thursday morning, and CQ on Thursday evening to attend the funeral of my grandmother. Please see the attached obituary."*

*"I am requesting to be excused from ZOPT 100. I woke up with flu-like symptoms and will be seeing the doctor today. I will provide a doctor's note after the appointment."*

- 3) Excusals based on Student Rule 7 with proper documentation will be approved.

#### ARTICLE 1204 – DRILL

- 1) Close order drill is one of the cornerstones of naval customs, courtesies and traditions. These traditions are perpetuated from one generation to the next through constant use and practice. Through these traditions, "esprit de corps" of every member is brought by their ever-present feeling of pride not only in their unit, but also in themselves. A high standard of discipline and 'esprit de corps' should not only be maintained and preserved, but also further strengthened.
- 2) The United States Coast Guard uses the Marine Corps Drill and Ceremonies Manual as an official reference and guide for planning and conducting drills and ceremonies for the purpose of uniformity between the naval services. In keeping with this practice, the Corps of Cadets of the Texas A&M Maritime Academy has adopted and integrated the Marine Corps Drill and Ceremonies Manual.
  - a) All Cadets will be familiar with essential drills provided by instruction from key Cadets leaders in accordance to the Marine Corps Drill and Ceremonies Manual.
    - i) Drills, march-ins, and ceremonial activities will be scored and graded as performance measures.

#### ARTICLE 1204 – OBJECTIVE AND PURPOSE OF DRILL

- 1) The objective of close order drill is to teach Cadets by exercise to obey orders and to do so immediately in the correct way. Close order drill is one foundation of discipline and esprit de corps. It is still one of the finest methods for developing confidence and Cadet leading abilities in subordinates/rising leaders.
- 2) The purpose of drill is to:
  - a) Move units from one place to another in a standard, orderly manner.
  - b) Provide simple formations from which other formations may be readily assumed.
  - c) Teach discipline by instilling habits of precision and automatic response to orders.
  - d) Increase the confidence of leaders through the exercise of command, by giving proper commands, and by control of drilling troops.
  - e) Give subordinates the opportunity to handle command at the smallest formation level.

## CHAPTER 13 – CADET HEALTH AND FITNESS

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### ARTICLE 1301 – PHYSICAL FITNESS

- 1) Maintaining a reasonable amount of physical fitness is important in the Corps of Cadets regardless of the Cadet's program affiliation (i.e., Drill & Ceremonies, NROTC, and License Option). From climbing up and down the many ladders on the Training Ship General Rudder to keeping up with the fast pace of college life, a well-conditioned body and mind will help you succeed in school as well as your future careers. Additionally, the U.S. Coast Guard and the U.S. Navy require you to pass certain physical standards if you want to join their service. For these reasons, physical fitness is emphasized and strongly encouraged for all Cadets.
- 2) Physical fitness training is required for every entering Cadet class. At the discretion of the Corps Commander and Commandant, Cadets who have completed three (3) full years in the academy may have the opportunity to "test out" of weekly PT by passing a US Navy Physical Fitness Assessment.
  - a) Corps-wide physical fitness training is restricted to one day per week. The date and time will be agreed upon by the Commandant, Corps Commander, and NROTC.
  - b) Physical fitness training will not be conducted prior to 0530.
  - c) Upper-class Cadets responsible for Fish physical fitness training will also actively participate in such training.
  - d) A full-time staff member of the Office of the Commandant must be present for all physical fitness training.
  - e) Unless authorized by the Commandant, all physical fitness training will take place in the immediate vicinity of Texas A&M Maritime Academy Hall.
    - i) Training exercises in restricted areas (e.g., the building's weather deck, stairwells, hallways, and wetlands) is strictly prohibited.
- 3) The Corps of Cadets will utilize US Coast Guard Weight and Body Fat Standards Program Manual ([https://media.defense.gov/2019/Apr/05/2002110152/-1/-1/0/CIM\\_1020\\_8H.PDF](https://media.defense.gov/2019/Apr/05/2002110152/-1/-1/0/CIM_1020_8H.PDF)) as a reference for Cadet fitness.
  - a) NROTC/SSMP Midshipmen will utilize standards established by their respective program.

### ARTICLE 1302 – DIET AND NUTRITION

- 1) Along with physical fitness training, Cadets are strongly encouraged to maintain a healthy diet and control of physical weight. A reasonable and nutritional diet will go a long way toward helping Cadets learn to live a healthy lifestyle.
  - a) Cadets seeking information regarding diet and nutrition are strongly encouraged to visit the Texas A&M University at Galveston link on Chartwells's page (<https://dineoncampus.com/tamug>).

## CHAPTER 14 – SAFETY

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### ARTICLE 1401 – TEXAS A&M MARITIME ACADEMY SAFETY MANAGEMENT SYSTEM

- 1) The Texas A&M Maritime Academy places the highest priority on personal safety and environmental protection. The Texas A&M Maritime Academy Safety Management System provides instructions and procedures to ensure a safe workplace and protection of the environment in compliance with all applicable rules and regulations. It is the responsibility of all seafarers, Cadets, and shore side support staff of the Training Vessel to have knowledge of all instructions, procedures, and policies contained in the Texas A&M Maritime Academy Safety Management System.

### ARTICLE 1402 – SMOKING

- 1) **The Texas A&M University – Galveston Campus and the Texas A&M Maritime Academy grounds are designated “Tobacco Free” and “No-Vaping” areas.** This includes all buildings on campus including; Residence Halls, Cadet rooms, lounges, any other property owned or leased by the University, including parking lots, piers, and vehicles (including privately owned ones parked on University property).
- 2) The danger of fire aboard ship is ever present primarily because people create these conditions through carelessness. Smoking in unauthorized places, at unauthorized times, and careless handling of lighted cigarettes are the usual cause of fire aboard ship. Smoking aboard ship is highly discouraged. Specific precautions listed below will be strictly observed: **NO SMOKING IS ALLOWED ON BOARD THE TRAINING VESSEL WHILE AT TAMMA PIER.**

### ARTICLE 1403 – EXPLOSIVE LIQUIDS

- 1) Keeping explosive/liquid in staterooms is strictly prohibited.
- 2) The unauthorized introduction, use, or storage of flammable, or combustible explosive material aboard ship is strictly prohibited.

#### ARTICLE 1404 – MATCHES/LIGHTERS/OPEN FLAMES

- 1) Only safety matches or are permitted for use aboard ship.
- 2) “Zippo” type lighters are permitted, but lighter fluid may not be stored in berthing areas.
- 3) The unauthorized burning of incense, candles and the introduction or use of flammable, combustible or non-controlled combustible devices aboard ship are prohibited and grounds for dismissal from the Corps.

#### ARTICLE 1405 – SAFETY & SECURITY

- 3) Cadets will lock their doors when away from their rooms and at night when going to bed. Do not lend your ID card to any individual. Report a lost key immediately.
- 4) Do not allow someone to follow you into the residence hall after you swipe your card, especially if that person is unfamiliar to you (including uniformed Cadets).
- 5) Keep hallways clear. Place trash cans at the end of the hallways outside the fire doors.
- 6) Candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in the Corps residence halls. Refer to the TAMUG Residence Hall Manual.
- 7) Additional safety information is described in the TAMUG Residence Hall Manual.

## CHAPTER 15 – ILLNESS OR INJURY

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### ARTICLE 1501 – ILLNESS OR INJURY

- 1) While on campus at Texas A&M University at Galveston, Cadets are responsible for seeking treatment of all personal injuries or illness. Costs of treatment, examination or consultation are the responsibility of the individual Cadet.
  - a) Cadets covered by medical insurance should carry proof of such insurance to facilitate processing of claims. For any incident that might happen on or off-campus or on the Training Ship during the school year, the Cadet's family insurance plan is their primary option for compensation.
    - i) It is the Cadet's responsibility to confirm that their family insurance plan will cover them while on training cruise especially when not in the United States. This should include repatriation and hospital care in a foreign country.
    - ii) Cadets should reference <https://tamug.myahpcare.com/> for information regarding availability of student insurance policies.
  - b) Cadets should reference <https://www.tamug.edu/counsel/Resources/HealthServices.html> for information regarding student health services offered by UTMB in partnership with Texas A&M University at Galveston.
    - i) Emergency medical treatment in Galveston is available in the Emergency Room of UTMB. The emergency room (901 Harborside Dr.) should be utilized for treatment of any serious injury or serious illnesses occurring. Emergency room expenses are the responsibility of the Cadet.
    - ii) SSMP Midshipmen receiving student incentive payments (SIP) are covered by Worker's Compensation for injuries that happen during Corps activities to include shipboard related accidents.
      - (1) When a Cadet is injured, the Ship Captain and their staff are notified first, followed by the Commandant and Superintendent.
      - (2) All worker's compensation accidents must have an accident form completed and faxed to Maritime Administration within 24 hours of the incident, by the Chief Mate or the First Assistant Engineer. If this is not done, it may delay or even prevent an individual from receiving any compensation.
  - c) A Cadet being admitted for hospitalization shall, if possible, request that Texas A&M University at Galveston be notified.
    - i) For any treatment given, a written report shall be obtained and submitted to the Office of the Commandant as fit/not fit for duty or light duty and shall be signed by the attending physician.
  - d) A Cadet may be excused from a mandatory Corps activity due to immediate illness by informing their company staff and the Assistant Commandant assigned to their battalion. Notification to the Assistant Commandant may be made via email.
  - e) Any cadet making a false report may be found in violation of Student Rule 24.4.1 and the Aggie Honor Code.

## RESOURCES

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### **Emergency**

911

### **Step In Stand Up**

<https://stepinstandup.tamu.edu/>

### **Tell Somebody**

[https://www.tamug.edu/care/Tell\\_Somebody.html](https://www.tamug.edu/care/Tell_Somebody.html)

### **CARE Team**

<https://www.tamug.edu/care/>

### **TAMUG Police Department**

<https://www.tamug.edu/police/>  
(409) 740-4545 (Non-Emergency)

### **Counseling & Career Services**

<https://www.tamug.edu/counsel/>  
(409) 740-4736

### **Resource & Crisis Center of Galveston County, Inc.**

<https://www.rccgc.org/>  
(888) 919-SAFE (7233)

### **TAMUG Office of Diversity**

<https://www.tamug.edu/diversity/>  
(409) 740-4582

### **TAMUG Student Rules**

<https://www.tamug.edu/studentrules/>

### **TAMUG Aggie Honor System Office**

<https://www.tamug.edu/honorsystem/>

### **TAMUG Title IX**

<https://titleix.tamu.edu/>